

# 2 CHESTERFIELD STUDIOS – EMPLOYMENT POLICIES AND PROCEDURES

## Contents

2	Chesterfield Studios – .....	1
	Employment Policies and Procedures.....	1
1.2	Stress at Work.....	2
1.2.1	Policy Statement.....	2
1.2.2	Aims and Objectives.....	2
1.2.3	Responsibilities .....	2
1.2.4	Procedure.....	2

## 2.2 STRESS AT WORK

### 2.2.1 POLICY STATEMENT

Chesterfield Studios recognises that its employees are its most important asset and it is committed to providing the support and assistance necessary to enable them to undertake their job duties in an environment that is as stress-free as possible. The Company's aim is to ensure employees' health and safety at work and that they are not subjected to excessive workloads, onerous working practices or a detrimental work environment. Employees who have high stress levels are more likely to work inefficiently, behave erratically, have low morale and be absent from work.

### 2.2.2 AIMS AND OBJECTIVES

In order to achieve the principles of the Policy Statement Chesterfield Studios will:

- deal constructively and sympathetically with stress
- not treat stress as a sign of weakness
- reduce the likelihood of work performance or health from suffering because of stress-related matters, whether those matters are occurring outside the workplace or within the work environment
- encourage employees to raise concerns with their line manager in the first instance
- take the appropriate steps to remove the cause of the stress or to assist in dealing with the cause of stress by evaluating the amount and complexity of the workload, work environment and/or referring the matter to a more senior manager

### 2.2.3 RESPONSIBILITIES

The Operations Director will ensure that:

- this Policy is properly implemented and reviewed
- staff members are aware of the policy and its contents

### 2.2.4 PROCEDURE

- Employees should report potentially stressful situations to their line manager
- Employees should look for signs of stress in colleagues
- Incidences of stress should be reported to the Operations Director
- Where possible, steps should be taken to reduce the cause of stress
- Individuals should be encouraged to seek help and support for their stress from professional sources such as their GP or a qualified counsellor