

Dalata Hotel Group

Wellbeing Policy

Purpose

The purpose of this policy is to outline Dalata's commitment to workplace wellbeing.

We recognise the importance of our people's well-being and that a work environment that fosters and supports well-being is hugely beneficial for all concerned. We want to enable our people to thrive in their roles and reach their full potential.

The health and wellbeing of our people is of the up most importance to us and we encourage and support our employees to prioritise their own wellbeing.

In Dalata, we define workplace wellbeing as any workplace health promotion activity or company policy designed to support a culture of healthy behaviour and attitudes in the workplace and to improve health outcomes for our teams.

We are dedicated to taking a proactive approach to this area and to regularly review its approach in line with internal and external developments which may impact on our people's well-being.

We are committed to involving our people. This will be achieved through seeking feedback and through involving our teams in the design and roll out of particular well-being initiatives.

Goals

To build and maintain a workplace environment and culture that supports overall mental fitness, is free from stress and prevents discrimination including bullying and harassment that can affect an employees mental fitness.

To increase our employees' knowledge and awareness of mental fitness issues and behaviours.

To reduce any stigma around any mental health issues in the workplace.

To facilitate our people's active participation in a range of initiatives that will support their overall Mental Fitness.

Mission

Support, Encourage & Guide Our People To Improve Their Mental Fitness.

There are 4 pillars of mental fitness;



Emotional - Supporting our employees mental health

Social - Creating a sense of belonging, connection & togetherness for our employees

Financial - Provide support, guidance and tools to better manage finances

Physical - Provide support and guidance around exercise, eating well and sleeping

Scope

This policy applies to all employees of Dalata.

Responsibility

All of our people are encouraged to;

- Consider this policy while completing work related duties and at any time while representing Dalata.
- Support and contribute to our aim of providing a mentally healthy and supportive environment for all our employees.
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.
- Support their colleagues in the awareness of this policy.
- Understand this policy and seek clarification from HR or Management where required.

Principles

The following principles underpin Dalata's approach to our people's well-being;

Any individual who wishes to do so, may approach their manager for a confidential discussion on their own well-being in the workplace.

We encourage and expect participation in any wellbeing activities or initiatives.

We will regularly review available data to identify any areas where a renewed focus on well-being is warranted. This may include a review of company-wide absenteeism/attendance data or actively sourcing feedback on specific issues.

Where the business is experiencing change or heightened demands, the well-being of our employees affected will be a key consideration.

We will make certain that appropriate steps are taken to ensure that managers are equipped to deal with questions on employee well-being.

Communication – We are committed to communicating our policy on well-being to our teams and to ensure that supports available are known by all.

The policy will be easily accessible to all of our employees.

Our people will be informed when a particular activity aligns with the wellbeing policy and are encouraged to bring suggestions and feedback to the attention of management.

Changes to this policy will be communicated to all of our employees.

We will ensure that responsibility for the monitoring and management of well-being is assigned to a designated person(s) and that well-being is considered when associated policies, such as the Health & Safety are being updated.

Associated Policies & Procedures

- LifeWorks – Wellbeing Platform and Employee Assistance Programme – In order to provide more specialised support to our people where needed, Dalata have engaged a provider (LifeWorks) to provide a free and confidential counselling programme. Access details can be found here:

<https://dalatahotels.lifeworks.com/life/employee-assistance>

You can confidentially call our assistance programme to speak to a caring counsellor –

ROI - 1800 903 292 / UK - 0800 169 1920 / Düsseldorf – 0800 183 3164

- Health and Safety policy – We attach paramount importance to the health and safety of our employees in the workplace. The health and safety policy along with the health and safety statement outlines Dalata's commitments and our people's responsibilities in this regard.
- Time & Attendance Policy – We are committed to monitoring and managing absenteeism cases to ensure a timely and supported return to work. We will access resources such as occupational health referrals and other professional advice when necessary to support in the management of absenteeism.
- Bullying & Harassment - Dignity in the Workplace Policy – This policy outlines our commitment to a workplace free of any harassment and workplace bullying. Dalata's commitment to embracing diversity in the workplace as well as the resources available to our people to address any concerns regarding potential breaches of this policy are outlined in this policy. We will also ensure that it meets its obligations in relation to the provision of reasonable accommodation to any of our people with a disability in the workplace.
- Intoxicants policy – We recognise the impact of intoxicants consumption on our people and the support that may be needed for an anyone whose performance is being impacted through the misuse of intoxicants. This policy outlines Dalata's approach to the management of any associated issues that arise in the workplace.
- Inclusion & Diversity Policy – We are committed to cultivating a harmonious and fair working environment with real and equal opportunities for all in which no form of intimidation or discrimination is tolerated. We enjoy, take pride in and respect the diversity in our workplace and inclusiveness is valued.
- Smoke Free Workplace Policy - It is a company policy and legal requirement that all its workplaces are smoke-free and that all our people have a right to work in a smoke-free environment.
- Flexible Work Options – We endeavour to facilitate flexible working arrangements where possible. All requests are reviewed on an individual basis and will be decided upon based on the needs of the business.
- Right to Disconnect policy – We encourage and support our people to prioritise their own wellbeing. Disconnecting from work helps to achieve a healthy and sustainable work-life balance. Dalata Hotel Group recognises that every employee is entitled to switch off outside of their normal working hours and enjoy their free time away from work without being disturbed unless there is an emergency or agreement to do so.
- Performance Management – We recognise the value of timely and objective feedback to our employees in relation to their performance. We will ensure that managers and our people are equipped to have regular conversations on performance.
- Working Time Policy – Our policy on rest periods and break times can be found in the Employee Handbook and the company will routinely ensure that employee work hours and break-times are compliant with legislation and consistent with a work environment that fosters employee well-being.
- Travel Policy - Ensuring wellbeing practices whilst on the road is of great importance. We have added hints and tips to help our people while travelling to look after their mental fitness.
- Additional leave policies – These policies outline the company's approach to managing requests for leave from work for personal reasons.

- Communication – the company will provide access to resources and information on workplace well-being on an ongoing basis. Such topics will cover the 4 pillars of Mental fitness and may include physical exercise, diet, financial, and mental health.
- Grievance Procedure - There may be an occasion when an issue arises that could potentially affect your work performance or your happiness at work. In such an event, it is always better to raise the issue as quickly as possible. The grievance procedure has been devised to ensure fair and consistent treatment for all and hopefully, the swift and effective resolution of any grievance you might have. Please refer to the grievance policy in the employee handbook. If you are witness to, or have knowledge of, any harmful behaviour or business practice affecting a member of our team, our customers, or our reputation, please Speak Up – If you feel that you can't raise your concern through the grievance procedure, you can raise a concern in confidence by emailing speakup@dalatahotelgroup.com. For further information on Speak Up and when it is appropriate to raise your concern in this way, please refer to our protected disclosure policy and procedure documents.

This list is not exhaustive. All of these policies and procedures promote our positive culture and aim to maintain an amicable workplace where employees can manage their mental fitness.

Monitoring And Review

Dalata will review and update this policy from time to time to reflect any changes and developments in its approach to workplace wellbeing.

Effectiveness of the policy will be assessed through;

- Feedback from our people through our biannual surveys
- Review of the policy by management and committees to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation

Confidentiality

Information concerning an employee's Mental Fitness is defined as sensitive personal information. This information will only be disclosed to others where necessary.

Our Vision

Mentally Fit Workforce - Leaders In Wellbeing/Mental Fitness For Our People

