



# **STRESS POLICY**

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## STRESS POLICY

1	<p>KPC Youth are committed to protecting the health, safety &amp; welfare of our employees and volunteers. We recognise that workplace stress is a health &amp; safety issue and acknowledge the importance of identifying and reducing workplace stressors.</p> <p>This policy will apply to Directors, Staff &amp; Volunteers.</p>	
2	<p><b>Definition of Stress</b> (Health &amp; Safety Executive):</p> <p style="text-align: center;"><i>“The adverse reaction people have to excessive pressure or other types of demand placed on them”</i></p> <p>This makes an important distinction between pressure, which can be a positive state if managed correctly – whereas stress can be detrimental to health.</p> <p>Occupational stress may show the following indicators:</p> <p><b>Performance</b> – a sudden deterioration in performance</p> <p><b>Behaviour</b> - a change in behaviour, including erratic behaviour, irritability, confusion, depression, mood swings, prone to accidents</p> <p><b>Attendance</b> - increased absenteeism or sickness. Common symptoms of stress include headaches, increased blood pressure, digestive disorders and lethargy</p> <p><b>Alcohol Abuse</b> – a change in behaviour, increased absenteeism, family bereavement (<i>See Alcohol, Drugs &amp; Smoking Policy</i>)</p> <p><b>Others</b> - self reporting or medical certification</p>	
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4	<p><b>Volunteers:</b></p> <p>If an issue cannot be resolved during Supervisions, then the issue/complaint may be referred on to the Project Development Manager/Board of Directors.</p>	
5	<p><b>Staff:</b></p> <p>Again any issues/complaints are initially asked to be discussed with either the Senior Youth Worker or Project Development Manager, or discussed during the regular Supervisions. If necessary the issue may then be referred on to the Board of Directors.</p> <p>It is hoped that all issues/concerns can be dealt with as promptly and informally as possible, before escalating. In all instances outcomes/decisions will be fed back to the complainant.</p> <p>If the matter is a grievance issue, please see separate policy/details in Contract of Employment</p>	
6	<p>As an employee you should:</p> <ul style="list-style-type: none"> <li>• Raise issues of concern to the Senior Youth Worker, Project Development Manager, Chair or Board of Directors</li> <li>• These issues will be investigated and acted upon <i>where possible or practicable</i></li> </ul>	

	<p>This policy also cross refers to KPC Youth’s Health &amp; Safety Policy and statutory requirements of the H &amp; Safety at Work Act 1974 Section 2 – <i>“The Duty to ensure so far as is reasonably practicable, the health, safety &amp; welfare at work of its employees”</i>, and also the Management of Health &amp; Safety at Work Regs 1999, Reg 3 – <i>“The requirement to assess risks arising from work activities”</i>.</p>	
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