

## **3.12 Worker Welfare Policy**

**Issue 2**

The company appreciates that the welfare and wellbeing of its staff is fundamental to the success of the business.

The company believes in supporting the health, safety, welfare, security and dignity of each worker. Winterwood Farm commits to ethical recruitment and employment practices as well as safe and healthy living and working environments of our staff.

### **The company's commitment**

**Health and safety** – H&S is properly managed and risks are identified and mitigated. Regular audits will be conducted to ensure Health and Safety of staff, visitors and contractors is maintained.

**Job specification and expectations** – Employees are provided in advance of starting employment.

**Training** - The level of training is commensurate with the type of work being carried out. Examples include food hygiene, working at heights, the use of MHE and for specialised vehicle or equipment use (e.g. Forklifts and Chainsaws). Such training may be Safety or Knowledge based depending on the circumstances. Internal training will be documented, and copies of all training and certificates will be kept together for easy reference.

**Labour laws** – The terms and conditions of employment of all labour employed will follow local Labour laws. Employees' work, conditions and supervision will reflect the employee's age and ability.

**Employment particulars** - All employees will have written signed terms of employment before commencing work.

**Discrimination** - There will be no discrimination in the workplace (including during job application processes). Management will not allow the continual employment of persons that operate in a discriminatory way.

[See Equality, diversity and inclusion policy](#)

**Disciplinary procedures** - The Company Disciplinary Policy is to help, support and encourage employees to improve, achieve and maintain standards of conduct, attendance and job performance. It also enables management to effectively manage those employees who do not comply with the Company standards of conduct, attendance and performance in the workplace.

[See Disciplinary procedure](#)

**Grievance procedures** - The Company grievance policy is to provide a method for members of staff to formally air grievances. These will always be heard and investigated by the company. There are many ways to voice grievances including through third party avenues.

[See Grievance procedure](#)

**Health** - The Company has a duty of care for the health of employees.

The company has access to occupational health services where required.

Health assessments will be made where required by law and identified within COSHH assessments for any employee.

Health and Safety risk assessments will be undertaken and communicated.

First Aid training will be provided to staff (Basic and advanced) to ensure that we are able to provide an increased level of first aid support.

A dedicated, equipped first aid room is available for use when required

Provision for mental Health first aiders will be provided and advertised to ensure that staff are aware that Mental Health is important and that the company values their mental health. In addition, to safeguard the Health of its Employees and visitors, the Company will have designated Smoking Areas.

If there are any specific disease risks in the area (Covid), the Company will formulate a procedure for handling such risks to health in line with official policy and with consideration for increased safety for our staff.

**Canteen** – The company offers a subsidised canteen for staff. This is at less than cost to the business ensuring hot food and drinks are available to staff.

**Language translation** – Where possible, translations will be provided to allow for improved communication. Regular reviews of key documents will be made to ensure that translated documents are available to staff.

**Security** – The company employs security measures to protect property and its employees. These include comprehensive security camera coverage, fire alarm systems, unauthorized access prohibition systems,

**Toilets** – Facilities will comply with all relevant laws and guideline. There will be adequate toilet and washing facilities for both sexes, including showers. There will be adequate facilities within a reasonable distance for all staff both in the packhouse and the farm.

**Drinking Water** – This is readily accessible for all employees.

**Fire** – Fire evacuation procedures are in place across the site and communicated to all staff. There will be regular testing of the system and regular tests of the evacuation process to ensure it functions correctly.

A third party H&S risk assessment will be conducted periodically to ensure that the systems in situ are suitable, effective and properly maintained.

Staff will be trained in fire evacuation procedures to ensure an adequate number of wardens are available at any one time.

**Maintenance and engineering** – There are particular risks of working with machinery and engineering. Specific guidance and risk assessments will be provided for use of machinery and for processes. Full PPE will be provided to ensure that maintenance tasks can be completed safely.

**Gymnasium** – There is a small gymnasium on site which staff are allowed to use at no cost to themselves during specific times.

**On site accommodation** – Where on-site accommodation is provided; these will be of an acceptable standard. Occupiers will have the right to raise concerns they may have with their living arrangements or the quality thereof. Any costs and payments must be communicated and agreed in advance.

Free travel for shopping is provided three times per week when accommodation is in use.

**Laundry** – Staff are provided with laundry facilities on site.

**Worker Representation** – There is a workers' representative council, elected by staff to ensure that staff can voice concerns and ideas freely. This will meet with senior management on an agreed basis to ensure that there is transparency and accountability for decisions.