



Ref: FOI2022-039

[REDACTED]
22nd December 2022

Dear [REDACTED],

Further to our email of 14th December 2022 regarding your request for the following information:

We would like to see copies of your policies on Mental health

Your request has been handled as a request for information under the Freedom of Information Act 2000 (the Act).

A search for the requested information within the Atomic Weapons Establishment (AWE) has now been completed, and we can confirm that information in scope of your request is held.

We are able to release the attached 2 documents:

- Managing Employee Wellbeing Guidance
- Wellbeing Policy

The 2 documents have been redacted under sections 24(1) and 40(2) of the FOI Act. These sections provide that information can be withheld where disclosure would prejudice national security and breach the principles of the UK GDPR respectively.

Please remember to quote the reference number above in any future communications. If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you are unhappy with the way your request has been handled you have a right to request an internal review within 40 days of receiving this letter, by writing to information.requests@awe.co.uk or our postal address: Information Requests Team, AWE Aldermaston, Reading, RG7 4PR. If you are still unhappy after an internal review has been completed, under the provisions of Section 50 of the Freedom of Information Act 2000 you have the right to take your complaint to the Information Commissioner's Office. Please note the Commissioner will generally not consider a complaint until you have exhausted AWE's internal complaints process.

Yours sincerely,

AWE Information Requests Team

	OFFICIAL	UK Ministry of Defence © Crown Copyright 2022/AWE
Date: July 2022 Issue: 5.1	Company Management System Guidance Document Managing Employee Wellbeing	Owner / Primary Contact: [REDACTED]

1 Purpose

This document provides further support information to supplement the Wellbeing Policy¹ and the company’s wellbeing strategy which is underpinned by the four pillars of wellbeing: physical, emotional, social, and financial. It provides guidance for identifying, improving, and managing employee wellbeing both in and out of the workplace.

2 Applicability

This guidance applies to Line and Task managers and all employees.

3 Contents

1	Purpose	1
2	Applicability.....	1
3	Contents	1
4	Responsibilities.....	1
5	Guidance	4
5.1	Overview	4
5.2	Physical Wellbeing.....	4
5.2.1	Musculoskeletal health	4
5.2.2	Display Screen Equipment (DSE).....	4
5.2.3	Menopause	5
5.2.4	Managing ongoing health conditions	5
5.2.5	Cancer	5
5.3	Emotional Wellbeing	6
5.3.1	Stress.....	6
5.3.2	Mental Health	7
5.3.3	Bereavement.....	8
5.4	Social Wellbeing	9
5.4.1	Diversity and Inclusion.....	9
5.5	Financial Wellbeing	9
5.6	Wellbeing Champions and Mental Health First Aiders	9
5.7	Managing employee wellbeing whilst remote working.....	10
5.8	Employee wellbeing and security clearance	10
5.9	Returning to work following sickness absence	10
6	References.....	11

4 Responsibilities

Line Managers

Good people management is fundamental to supporting employee health and wellbeing. This includes being able to identify the early signs of ill health or distress and initiating early intervention. Both Line Managers and Task Managers play a crucial role in supporting employee wellbeing on a day-to-day basis as you are likely to be the first port of call if someone is unwell,

	OFFICIAL	UK Ministry of Defence © Crown Copyright 2022/AWE
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Date: July 2022 Issue: 5.1	Company Management System Guidance Document Managing Employee Wellbeing	Owner / Primary Contact: <div style="background-color: black; width: 80px; height: 15px; margin-left: 100px;"></div>

requires a reasonable adjustment, or has any other issues affecting their wellbeing. Line Managers and Task Managers have a duty of care to protect employees from problems such as work-related-stress. You are in a position to spot early signs of distress and make changes promptly to prevent a deterioration in your employee’s wellbeing.

You are responsible for:

- **Creating a health enhancing work culture by:**
 - Setting clear objectives, having good communication channels, involving staff in decision-making, providing management support, and ensuring there is appropriate training, especially if an employee is taking on a new or changed role.
 - Ensuring that tasks and responsibilities are well defined, skills are used appropriately, and suitable training is provided.
 - Ensuring staff are treated with respect and dignity.
 - Considering requests for reasonable adjustments for employees as required, including temporary reductions in working hours or working duties including reduced workload, additional training or support, more flexible working arrangements, more regular supervision or changes to the workplace, equipment, or work environment as appropriate.
 - Using positive feedback and offering constructive criticism as appropriate.
 - Monitoring and reviewing the workload and working time² of staff to ensure that neither becomes excessive.
 - Encouraging open discussion of work pressures in team meetings.
 - Encouraging an “open door” policy and being approachable.
 - Acknowledging that your own behaviours and managerial approach may lead to or exacerbate symptoms of stress in others.
- **Being aware of possible signs of poor wellbeing in a team member or the team itself, for example, through direct observation or indicators such as increased absence, accidents, or poor work performance.**
- **Risk assessing the potential stressors in the work environment and implementing controls to mitigate the risks to prevent harm.**
- **Managing employees when ill health occurs:**
 - Having a conversation with the employee to identify issues and implement possible corrective solutions.
 - Ensuring accurate and timely referrals are made to Occupational Health³;
 - Following the sickness absence procedure⁴;
 - Contacting AskHR for guidance.
- **Promoting the use of health and wellbeing support tools such as the Employee Assistance Programme.**

Task Managers

You are responsible for:

Template Registry no 5180 v2.2	UNCONTROLLED WHEN VIEWED OUTSIDE OF MANAGEMENT SYSTEM	Page 2 of 13
OFFICIAL		

	OFFICIAL	UK Ministry of Defence © Crown Copyright 2022/AWE
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Date: July 2022 Issue: 5.1	Company Management System Guidance Document Managing Employee Wellbeing	Owner / Primary Contact: <div style="background-color: black; width: 80px; height: 15px; margin-left: 100px;"></div>

- Referring issues regarding employees to the Line Manager if they perceive an issue with the employee or the employee tells them of a problem.
- Considering advice and recommendations such as adjustments to the role, workplace, equipment or working hours in liaison with the Line Manager.
- Liaising with the Line Manager over the workload provided by yourself and other Task Managers and, the management of this.

Employee

You are responsible for:

- Taking responsibility for your own health and wellbeing including looking after self; aiming to take regular breaks, get adequate rest, book annual leave, undertake a DSE assessment for each work location and manage working hours
- Being aware of and contacting the wellbeing support available should you or someone else (including your immediate family) need it, including speaking with your GP.
- Taking responsibility for highlighting problems or potential problems with your own health.
- Being honest about health and wellbeing matters with your line manager, HR, Personnel Security, and your Trade Union representative if required.
- Raising issues with HR or your Trade Union representative if you perceive problems with, or feel unable to talk to, your Line Manager or Task Manager and, work together to find solutions and adjustments.

HR Wellbeing Team

Are responsible for:

- Providing expertise and guidance on workplace wellbeing.
- Analysing data which could indicate increased health and wellbeing issues in an area or the organisation as a whole, or which demonstrates the success of a particular intervention
- Developing guidance, risk assessments and training for employees and Managers to manage and support wellbeing.
- Writing, implementing, and monitoring the progress of the approved wellbeing strategy.
- Sourcing and delivering evidence-based support tools and wellbeing data-led initiatives.

Occupational Health

AWE's Occupational Health and Medical Services Provider is TP Health. Referral guidance can be found in [Occupational Health Referrals Line Manager Guidance](#)⁶. Contact information is accessible via the [Occupational Health portal page](#). AWE employees can discuss their own referrals contact our Administration Team by telephone on 0118 98 26437 or email [Occupational Health](#). Services available for AWE employees include:

- Treatment Service (telephone advice)
- Health Assessments
- Drug and alcohol screening
- Health Surveillance

Template Registry no 5180 v2.2	UNCONTROLLED WHEN VIEWED OUTSIDE OF MANAGEMENT SYSTEM	Page 3 of 13
OFFICIAL		

	OFFICIAL	UK Ministry of Defence © Crown Copyright 2022/AWE
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Date: July 2022 Issue: 5.1	Company Management System Guidance Document Managing Employee Wellbeing	Owner / Primary Contact: <div style="background-color: black; width: 80px; height: 15px; margin-left: 100px;"></div>

- Sickness absence assessment
- First Response Service

5 Guidance

5.1 Overview

As with safety and security, employee wellbeing should be fundamental practice. AWE places a high value on its people and believes that good employee wellbeing is an important part of maintaining a safe and secure working environment. AWE is committed to identifying potential sources of work-related health and wellbeing risks and acting, where reasonable and practicable, to reduce or remove the risks.

5.2 Physical Wellbeing

Physical refers to maintaining a healthy functioning of the body that is free from physical illness and injury. Good physical wellbeing can be achieved through healthy lifestyle choices with regular exercise, balanced nutrition, and adequate sleep. These choices help to prevent the onset of disease and injury. Guidance and resources for living a healthy lifestyle can be found on the [wellbeing](#)⁷ and [employee benefits](#)⁸ portal pages.

For routine physical health concerns, employees can be encouraged to attend a free, confidential health check with TP health. This is a basic check, not a full medical, but can act to reassure or signpost to further guidance and support. Employees can book themselves onto a health check by emailing OccupationalHealth@awe.co.uk

For more serious concerns, where the physical health issue is affecting the employees work, line managers can make a referral to Occupational Health using [the online guidance and form](#)⁵.

5.2.1 Musculoskeletal health

Musculoskeletal issues such as back pain are common. All employees should minimise the risk of injury with job-specific tools such as manual handling training and DSE assessments. If you are struggling with a musculoskeletal problem that has either been caused by work or is impacting your work, you should be referred to Occupational Health¹ by your Line Manager as soon as possible for assessment and treatment e.g., Physiotherapy. Remote Physiotherapy is also available via the Employee Assistance Programme.

5.2.2 Display Screen Equipment (DSE)

Depending on the amount of time spent using DSE and the intensity of the work, you might be at risk of various health problems including eye strain and musculoskeletal disorders, if not properly assessed and prevented. A DSE risk assessment should be carried out at every workstation to minimise the risk of injury. The DSE risk assessment can be reviewed by specialist DSE assessors and

¹ See section 6

Template Registry no 5180 v2.2	UNCONTROLLED WHEN VIEWED OUTSIDE OF MANAGEMENT SYSTEM	Page 4 of 13
OFFICIAL		

	OFFICIAL	UK Ministry of Defence © Crown Copyright 2022/AWE
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Date: July 2022 Issue: 5.1	Company Management System Guidance Document Managing Employee Wellbeing	Owner / Primary Contact: <div style="background-color: black; width: 80px; height: 15px; margin-left: 100px;"></div>

where necessary practicable controls such as regular movement and DSE equipment may be recommended.

If you use DSE for the majority of your time you are entitled to an annual eyesight check and if, as a result of this, it is found that you need glasses for DSE work, the company will contribute towards these. Vouchers will be provided for full payment of a DSE sight test and full/part payment for DSE eyewear (if required) to AWE employees who are DSE users. The eye test request form and vouchers can be found on the [Occupational Hygiene portal page](#).

5.2.3 Menopause

Most women will experience menopausal symptoms at some stage. The menopause typically happens between age 45 and 55 but can happen much earlier. The menopause can cause a wide range of physical and psychological symptoms that can last for several years such as hot flushes and problems with memory and concentration. Everyone experiences different symptoms which can fluctuate and be felt to varying degrees. Experiencing any of the typical symptoms can pose a challenge for women as they go about their daily lives, including work. In addition, transmen and non-binary staff may also go through perimenopausal and menopausal symptoms.

Managers should be aware of the symptoms of the menopause and the affect it can have so they can support employees with appropriate workplace adjustments. Managers are encouraged to attend training titled 'Gender, Health, Work' which is part of the Management Essentials programme and bookable via Minerva. Guidance on Menopause at Work can also be found on the wellbeing portal page, and through the Employee Assistance Programme.

If you are experiencing symptoms, which impact you at work, you should discuss any difficulties with your manager and/or fellow colleagues to ensure you feel supported. The Wellbeing Team run a Women's Wellness group, that is open to all, which educates on and discusses menopause.

5.2.4 Managing ongoing health conditions

You are encouraged to be proactive with managing an ongoing health condition such as diabetes or arthritis, so, you are able to carry out safe and productive work. If your health condition is impacting you at work, it is recommended you obtain clinical guidance from Occupational Health via a Line Manager referral to ensure workplace considerations are thought-out and appropriate. Support on managing health conditions is also available from the Employee Assistance Programme. You may consider completing a Passport to Work¹⁰ to document the agreed adjustments deemed reasonable by both parties that the company will facilitate. management of your health whilst working. For guidance on attending medical appointments consult the sickness absence documentation¹¹.

5.2.5 Cancer

If you receive a cancer diagnosis, support is available through the Employee Assistance Programme who provide access to a specialist cancer support programme. The programme provides reassurance, accelerates access to support and can help coordinate appointments to anyone

Template Registry no 5180 v2.2	UNCONTROLLED WHEN VIEWED OUTSIDE OF MANAGEMENT SYSTEM	Page 5 of 13
OFFICIAL		

	OFFICIAL	UK Ministry of Defence © Crown Copyright 2022/AWE
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Date: July 2022 Issue: 5.1	Company Management System Guidance Document Managing Employee Wellbeing	Owner / Primary Contact: <div style="background-color: black; width: 80px; height: 15px; margin-left: 100px;"></div>

worried about a symptom, with diagnosis or in remission. To access the support programme, visit the Employee Assistance Programme on the wellbeing portal page. An Occupational Health referral is also advised for workplace considerations and supporting you through treatment. Training for Managers on supporting their team members with Cancer can be accessed through the Employee Assistance Programme on the wellbeing portal page. For guidance on attending medical appointments consult the sickness absence documentation².

5.3 Emotional Wellbeing

Emotional wellbeing refers to the ability to generate the emotions that lead to good feelings and strengthen resilience through challenging times. The workplace contributes a great deal to emotional wellbeing, both positively by providing fulfilment and achievement, but it can also contribute to stress and unhappiness. You are encouraged to complete the wellbeing modules on Minerva to build your knowledge, skills, and confidence in managing your own emotional wellbeing, mental health, resilience, and stress. Resources are also available on the wellbeing portal page.

5.3.1 Stress

Stress is the adverse reaction to excessive pressure, or perception of the level of pressure, and the ability to cope, both at home and at work. It is defined as an imbalance in the demands on a person and their ability to cope with those demands. Any employee has the potential to experience stress, although the causes of stress may be different. Stress is not a mental illness or medical condition, but if prolonged and unaddressed then it can lead to mental health problems.

We all need to be aware of the difference between pressure and stress and how to manage it. It is not easy to foresee when you may experience stress, due to the individual nature of stress reactions. However, there may be indicators of increasing stress levels to look out for, these include:

Feelings	Behaviours	Symptoms
irritable impatient or wound up over-burdened anxious, nervous, or afraid unable to enjoy yourself low mood uninterested in life a sense of dread neglected or lonely	finding it harder to make decisions constantly worrying avoiding situations snapping at people unable to concentrate eating too much or too little restless like you can't sit still being tearful crying	hyperventilating sleep problems grinding your teeth clenching your jaw headaches chest pains high blood pressure feeling dizzy or faint digestive problems

² See section 6

	OFFICIAL	UK Ministry of Defence © Crown Copyright 2022/AWE
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Date: July 2022 Issue: 5.1	Company Management System Guidance Document Managing Employee Wellbeing	Owner / Primary Contact: <div style="background-color: black; width: 80px; height: 15px; margin: 5px auto;"></div>

The Health and Safety Executive (HSE) publishes six management standards for work-related stress. These are six areas of work design that are regarded as the primary sources of stress at work. Managers are advised to read these standards, in the Managing Stress toolkit available on the wellbeing portal page, to gain knowledge of the causes of work-related stress and what can be done to reduce stress and pressure on employees. A stress risk assessment should be completed to identify the causes or contributors, followed by the creation of an agreed action plan using the results and toolkit recommendations. More information about this can be located on the Wellbeing portal page or via Occupational Health. Managers are encouraged to attend the CPD accredited course on stress, which is part of the Management Essentials programme and bookable via Minerva.

You should take responsibility for building your coping and resilience skills and making healthy lifestyle choices to help manage healthy levels of pressure. Tools and resources are available to support you on the wellbeing portal page and through the Employee Assistance Programme.

5.3.2 Mental Health

Mental health refers to how people think, feel, and therefore behave. Factors like trauma, discrimination, unmanaged stress, or ongoing physical illness make it more likely for someone to develop mental health problems, but mental health problems can happen to anybody. Prevention is an important part of managing mental health. Tools and resources to prevent mental ill health through awareness, education and lifestyle behaviours can be found on the wellbeing portal page and through the Employee Assistance Programme.

Everyone should have an awareness of what mental health is, why it's important in the workplace, know how to prevent mental ill health, spot the signs and symptoms in themselves and others and know how to maintain good mental health.

Signs and symptoms of mental health difficulties
Feeling sad or down Confused thinking or reduced ability to concentrate Excessive fears or worries, or extreme feelings of guilt Extreme mood changes of highs and lows Withdrawal from friends and activities Significant tiredness, low energy or problems sleeping Paranoia or hallucinations Inability to cope with daily problems or stress Excessive anger, hostility, or violence Suicidal thinking Self-harming

Common mental ill health problems	
<u>Depression</u> The main symptoms are feeling 'low' and losing pleasure in things that were once enjoyable.	<u>Generalised anxiety disorder</u> The main symptoms are having a number of different worries that are excessive and out of

	OFFICIAL	UK Ministry of Defence © Crown Copyright 2022/AWE
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Date: July 2022 Issue: 5.1	Company Management System Guidance Document Managing Employee Wellbeing	Owner / Primary Contact: <div style="background-color: black; width: 80px; height: 15px; margin-left: 100px;"></div>

<p>These symptoms may be combined with others, such as feeling irritable or tired, changes in appetite, and problems with sleep, concentration, and memory.</p>	<p>proportion to a particular situation and having difficulty in controlling one's worries. The focus of the anxiety might be family or friends, health, work, money.</p>
<p><u>Panic disorder</u> The main symptoms are having unexpected and recurring panic attacks, and also worrying about having another panic attack. One of the symptoms of a panic attack is an increased heart rate. A panic attack may happen because of a particular situation (something that the person fears or wants to avoid), or it may have no obvious cause.</p>	<p><u>Obsessive-compulsive disorder</u> The main symptoms are having thoughts, images or impulses that keep coming into the mind and are difficult to get rid of (called obsessions), and a strong feeling that the person must carry out or repeat certain physical acts or mental processes (called compulsions). Common obsessions include being afraid of dirt and germs.</p>
<p><u>Post-traumatic stress disorder</u> Psychological and physical symptoms that can sometimes follow particular threatening or distressing events. One of the most common symptoms of PTSD is having repeated and intrusive distressing memories of the event.</p>	<p><u>Bipolar affective disorder</u> Bipolar affective disorder is a type of mood disorder, previously referred to as 'manic depression'. A person with bipolar disorder experiences episodes of mania (elation) and depression.</p>

Managers should include wellbeing conversations into regular meetings to monitor and assess any changes to an employee's mental health. Occupational Health can advise on supporting ongoing mental illness and reasonable adjustments. Managers are encouraged to attend the CPD accredited course on Mental Health, which is part of the Management Essentials programme and bookable via Minerva.

Employees can access support from a Mental Health specialist for assessment and short-term support, via Occupational Health or via the Employee Assistance Programme. Completing a wellness action plan or helps to communicate the management of mental health whilst working. A passport to work³ can be used to document any agreed adjustments.

If you are told by another member of staff that they are experiencing suicidal thoughts the conversation should be handled sensitively. It is important that the individual seeks support from their GP, Occupational Health, the Employee Assistance Programme, or external charities such as Samaritans. With consent, the Manager of the employee should be informed so they are able to monitor and check-in regularly. If someone is in immediate danger of harming themselves or someone else, call 222 if on site at Aldermaston, Burghfield or Blacknest or call 999 if off site.

5.3.3 Bereavement

The grief that may follow a bereavement can affect people physically, emotionally, and financially. Bereavement counselling and a probate helpline is available through the Employee Assistance

³ See section 6

	OFFICIAL	UK Ministry of Defence © Crown Copyright 2022/AWE
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Date: July 2022 Issue: 5.1	Company Management System Guidance Document Managing Employee Wellbeing	Owner / Primary Contact: <div style="background-color: black; width: 80px; height: 15px; margin-left: 100px;"></div>

Programme. Training for Managers on supporting their team members with bereavement can be accessed through the Employee Assistance Programme on the wellbeing portal page. Employees can take paid time off for bereavement, refer to the special leave procedure or parental bereavement leave procedure for details¹³. There is a dedicated page for bereavement support services on the wellbeing portal page.

5.4 Social Wellbeing

Social wellbeing refers to the ability to make and maintain meaningful positive relationships with managers, colleagues, family, friends and feeling a sense of belonging and social inclusion.

5.4.1 Diversity and Inclusion

An important part of feeling socially well and included in work is acknowledging and accepting diversity. You have a responsibility to foster an inclusive workplace, and which positively impacts wellbeing because of its effects on employees' self-esteem; social connectedness, belonging and reduced discrimination and harassment. The employee-led diversity and inclusion network groups connect employees together to share common experiences and champion workplace improvements on neurodiversity, disability, ethnicity, and sexuality. More information can be found on the Diversity and Inclusion portal page. Managers should engage with the Diversity and Inclusion toolkit which is part of the Management Essentials programme

5.5 Financial Wellbeing

Financial wellbeing refers to how someone feels about the control they have over their finances. Money worries can negatively affect mental and physical health, which in turn can affect work performance. You should utilise the financial wellbeing tools and education available via the employee benefits and wellbeing portal pages. The resources support with any life event that impacts finances such as preparing for retirement, building a savings fund, and getting a mortgage. Significant changes to financial circumstances must be discussed with [Personnel Security](#).

5.6 Wellbeing Champions and Mental Health First Aiders

There are a number of Wellbeing Champions and Mental Health First Aiders who are trained employees you can talk to and who will provide support on mental health and wellbeing. You can reach out to a Wellbeing Champion or Mental Health First Aider at any time during working hours and as an alternative to talking to your manager or a fellow colleague if preferred. They are not trained counsellors or mental health experts but are there to provide a confidential, friendly conversation and signpost to suitable help and resources.

If as a Manager you are concerned about an employee's wellbeing but fear they do not want to discuss it with you, you can recommend the employee speaks to a Wellbeing Champion or Mental Health First Aider. Find out who they are and how to contact them on the [Wellbeing Champions section of the Wellbeing portal page](#).

Template Registry no 5180 v2.2	UNCONTROLLED WHEN VIEWED OUTSIDE OF MANAGEMENT SYSTEM	Page 9 of 13
OFFICIAL		

	OFFICIAL	UK Ministry of Defence © Crown Copyright 2022/AWE
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Date: July 2022 Issue: 5.1	Company Management System Guidance Document Managing Employee Wellbeing	Owner / Primary Contact: <div style="background-color: black; width: 80px; height: 15px; margin-left: 100px;"></div>

5.7 Managing employee wellbeing whilst remote working

Employees who are working remotely are those who spend time working time away from a fixed base, working in their own domestic property or visiting other commercial premises. If you are the Manager of an employee who is working remotely, you should connect virtually at least once per week to check on their wellbeing and maintain relationships, either in a 1-2-1 setting or during a team meeting.

Those who work remotely may experience feelings of isolation and struggle to maintain a balance between working and not working, which can have a serious effect on their wellbeing. Managers should encourage remote working employees to establish boundaries, take suitable breaks, stay connected with fellow colleagues to prevent them feeling isolated or overworked.

If you work remotely, you are responsible for looking after yourself whilst working away from site, such as following correct procedures (e.g. DSE) to reduce the risk of illness or injury. You should make sure your contact details and emergency contacts are up to date.

If you are seriously concerned about the welfare of another employee and have no way of contacting them during work hours, you should inform HR who will contact the employee's emergency contacts.

5.8 Employee wellbeing and security clearance

National Security Vetting gives an acceptable level of assurance of suitability to access classified information and/or assets, but only reflects their situation at the time it is completed. It is essential therefore that clearances are actively maintained for everyone who holds a Security Vetting Clearance.

In order to maintain your security status, you must keep Personnel Security informed in a timely manner about suspected or diagnosed mental illness or changes to your personal arrangements such as finances (e.g. gambling or inheritance) or social circumstances (e.g. living arrangements or separation/divorce). All information of a personal nature is handled with the utmost care and discretion. Honesty and integrity are key to holding a security clearance and reporting changes in personal circumstances is a requirement to maintain vetting status⁴.

5.9 Returning to work following sickness absence

Returning to work following absence due to ill health should be well planned by both you and your employees and managers. This will positively support your recovery, overall wellbeing and could also prevent potential relapse. Managers should be aware of and review the sickness absence documentation¹² following any period of absence due to ill health within their team.

	OFFICIAL	UK Ministry of Defence © Crown Copyright 2022/AWE
Date: July 2022 Issue: 5.1	Company Management System Guidance Document Managing Employee Wellbeing	Owner / Primary Contact: [REDACTED]

6 References

<i>Repository</i>	<i>Registry Number</i>	<i>Title</i>
1. Company Management System	[REDACTED]	Employee Wellbeing Policy
2. Company Management System	[REDACTED]	Working time regulations
3. Company Management System	[REDACTED]	Occupational Health Toolkit for Managers
4. Company Management System	[REDACTED]	Sickness Absence Procedure
5. Company Management System	[REDACTED]	Occupational Health Referral Form
6. Company Management System	[REDACTED]	Occupational Health Referral Line Manager Guidance
7. [REDACTED]	Welcome to the Wellbeing Portal Page	Wellbeing portal page
8. [REDACTED]	Benefits	Employee Benefits
9. Company Management System	[REDACTED]	Occupational Health Referral Employee Guidance
10. Company Management System	[REDACTED]	Passport to Work
11. Company Management System	[REDACTED]	Return to Work Form
12. Company Management System	[REDACTED]	Sickness Absence Procedure
13. Company Management System	[REDACTED]	Special Leave Procedure
14. Company Management System	[REDACTED]	Flexible Working Procedure
15. Company Management System	[REDACTED]	Maintaining your security clearance
16. Company Management System	[REDACTED]	Parental Bereavement Leave

	OFFICIAL	UK Ministry of Defence © Crown Copyright 2022/AWE
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Date: July 2022 Issue: 5.1	Company Management System Guidance Document Managing Employee Wellbeing	Owner / Primary Contact: <div style="background-color: black; width: 80px; height: 15px; margin: 5px auto;"></div>

Previous Issue No and Date	Revisions Made
5.0 January 2022	Amendments to purpose section to link document to the new wellbeing policy. Minor amendments to working in the menopause section and addition of occupational health, TP Health and Unum services.
4.1, March 2017.	Changed into manager's guidance. Reviewed for Workday – no changes made. Minor amendments offered by Occupational Health for clarification regarding the line manager's responsibilities, when stress becomes foreseeable and the purpose of a referral to Occupational Health.
Issue 4.2 October 2017	Review Up issue, template, format, references, title change. Content rewritten and enhanced

7. Annex A – Security statements

UKSV Security Statement

"One in four adults in the UK will experience a diagnosable mental health issue in any given year*. People who hold a security clearance are a representative sample of the adult population so, as you would expect, mental health problems are not uncommon in the vetted community. They are frequently reported to UKSV; case assessors and vetting officers do not regard them as an exceptional occurrence, and certainly do not see them as carrying any sort of stigma.

From a personnel security point of view, a mental health condition (like any other) is only of potential concern if it might result in classified assets being put at risk, due to the individual's judgement being affected or to it making them vulnerable to manipulation. In particular, minor, transitory, or one-off issues and common mental health problems such as anxiety or mild depression are unlikely to impact on suitability to hold clearance. In the majority of cases, any security risk can be managed and to facilitate this clearance holders are encouraged to be open with UKSV about any issues that they are encountering".

AWE Security Statement

"AWE Personnel Security are committed to banishing any stigma associated with mental health, once and for all. Personnel Security routinely inform the United Kingdom Security Vetting (UKSV) of around 20 colleagues (both staff and contractors) each month who report diagnosed mental health conditions to us.

Template Registry no 5180 v2.2	UNCONTROLLED WHEN VIEWED OUTSIDE OF MANAGEMENT SYSTEM	Page 12 of 13
OFFICIAL		

	OFFICIAL	UK Ministry of Defence © Crown Copyright 2022/AWE
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Date: July 2022 Issue: 5.1	Company Management System Guidance Document Managing Employee Wellbeing	Owner / Primary Contact: <div style="background-color: black; width: 80px; height: 15px; margin-left: 100px;"></div>

Honesty and Integrity is key to holding a security clearance and reporting changes in personal circumstances is a requirement to maintain vetting status. Personnel Security have championed Disability and Neurodiversity issues both at AWE and UKSV by using our experience to break down long established myths regarding mental health issues and vetting.

Please, help us to help you (or a colleague) by keeping us informed about diagnosed or suspected mental health conditions. All information of a personal nature is handled with the utmost care and discretion. We are ready to listen and here to help".

Date: July 2022
Issue: 1



AWE Wellbeing Policy

AWE understands the positive impact health and wellbeing can have on our employees and in turn our organisation. The aim is to have a sustainable, thriving workforce with long-lasting good health and happiness. AWE takes a proactive and preventative approach, maximising the support available for employees to thrive, and providing immediate support when wellbeing problems arise.

This policy sets out AWE's commitment to supporting and managing employee wellbeing. As a business, AWE:

- Understands and recognises that we have a duty to comply with Health & Safety legislation and this policy should be read in conjunction with the Health & Safety policy¹.
- Acknowledges its obligations under the Equality Act 2010 with respect to making reasonable adjustments for disabled/neurodivergent employees.
- Seeks to create a healthy and inclusive culture that enables employees to stay well physically, mentally, socially, and financially, and supports them when they are not.
- Equips Line Managers and People Leaders with the knowledge, skills, and confidence to manage absenteeism, presenteeism, and employee wellbeing² effectively.
- Provides access to suitable wellbeing resources such as an Occupational Health provider and a confidential Employee Assistance Programme. Anonymised data will be shared with AWE to highlight risk areas.
- Empowers employees to take greater responsibility for their own wellbeing with the use of a comprehensive employee benefits provision.

Signature of Accountable Person

Meg Hunt
Job Title

Date: July 2022

Issue: 1

References

Repository	Registry Number	Title
1. Company Management System	[REDACTED]	Health & Safety Policy
2. Company Management System	[REDACTED]	Managing Employee Wellbeing Guidance

Change History

<i>Previous Issue No and Date</i>	<i>Revisions Made</i>
July 2022	Policy created.