Health, Wellbeing, Diversity & Inclusion Policy

Document Owner: Mark Evans

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1. Policy Statement

At Jnoad , we are committed to fostering a workplace that prioritizes the health, wellbeing, and inclusivity of all employees.We recognize that our greatest asset is our people. Our goal is to provide an environment where every employee feels valued, respected, and supported. We aim to cultivate a culture where diversity is celebrated, work-life balance is prioritized, in a safe, healthy, and engaging work environment

2. Legal & Regulatory Foundations

- **Health and Safety at Work etc. Act 1974: Duty to ensure, *so far as reasonably practicable*, health, safety, and welfare of employees and relevant others**

- **Workplace (Health, Safety and Welfare) Regulations 1992: Requirements for safe premises, adequate lighting, ventilation, rest facilities, etc.**

- **Management of Health & Safety at Work Regulations 1999: Obliged to conduct risk assessments (physical and mental health) and act on findings**

- **Equality Act 2010: Duty to eliminate discrimination, make reasonable adjustments for disabilities (including mental health), and foster equality**

- **Worker Protection (Amendment of Equality Act 2010) Act 2023: From October 26, 2024, employers must proactively prevent sexual harassment with risk assessments, training, accessible reporting, and leadership engagement**

- **Working Time Regulations 1998: Minimum rights to rest breaks, weekly rest, annual leave (at least 28 days), and regulated working hours.**

3. Health and Wellbeing

We are committed to supporting the physical and mental health of all employees. We :

- **Promote Mental Health Awareness: Implement training on mental health, stress management, and emotional resilience. Encourage open dialogue about mental health and reduce stigma through regular communication and awareness.**

- **Provide Access to Wellbeing Resources: Private medical insurnace, counseling services, fitness & neautritian programs and meditation sessions.**

- **Encourage Safe and Healthy Working Practices: Provide proper health and safety training, regular site assessments. Ensure all employees are equipped with appropriate PPE and are trained in its usage.**

- **Track Health Metrics: Monitor employee wellbeing through anonymous surveys, feedback channels, and regular check-ins to measure mental and physical health.**

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4. Diversity and Inclusion

We recognize that a diverse and inclusive workforce is key to innovation, problem-solving, and overall business success. To that end, we will:

- **Foster a Culture of Respect: Promote inclusivity in every aspect of our business ensuring that no employee is subject to discrimination, bullying, or harassment based on race, gender, disability, age, sexual orientation, or other characteristic.**

- **Inclusive Recruitment: Ensure our hiring practices attract a diverse range of candidates via a fair recruitment processes and unbiased selection criteria.**

- **Celebrate Diversity: Implement initiatives to celebrate and raise awareness of different cultures, backgrounds, and experiences within our teams. This includes diversity training, events, and cultural celebrations.**

- **Provide Equal Opportunities: Ensure every employee has access to the same opportunities for advancement, training, and leadership development, regardless of their background or personal characteristics.**

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5. Employee Morale and Engagement

We aim to create a work environment where employees feel motivated, supported, and valued. We will:

- **Engage Employees in Decision-Making, particularly for projects, policy changes, and health and safety matters. Regular team meetings, surveys, and feedback mechanisms will be used to ensure that employee voices are heard.**

- **Recognize Achievements: Develop a structured recognition program to celebrate individual and team achievements. This can include performance awards, public acknowledgment, and opportunities for career advancement.**

- **Foster Open Communication: Create an open-door policy that encourages transparency and the free exchange of ideas. Managers and leadership regularly check in with employees to understand their needs and address concerns.**

- **Measure Morale: Track employee engagement and morale through regular surveys, focus groups, and one-on-one meetings.**

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6. Productivity and Performance

A productive workforce is a happy and healthy workforce. Our approach includes:

- **Workload Management: Ensure workloads are realistic and manageable. Set clear expectations for performance, while maintaining flexibility to allow employees to balance work and personal commitments effectively.**

- **Continuous Development: Offer ongoing training and career development programs to enhance employee skills and promote growth.**

- **Supportive Leadership: Ensure that all team leaders and managers are trained in supportive leadership practices, which include providing constructive feedback, recognizing effort, and guiding employees towards optimal performance.**

- **Measure Productivity: using clearly defined metrics such as project completion times, quality of work, client satisfaction, and internal team collaboration. We will set performance improvement targets and regularly review progress.**

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7. Work-Life Balance

We understand the importance of work-life balance and are committed to providing flexible working arrangements that suit the diverse needs of our employees. We will:

- **Offer Flexible Working Options: remote working where possible, and job-sharing opportunities. Encourage employees to utilize their paid time off to recharge.**

- **Promote Family-Friendly Policies: Ensure access to paid parental leave, sick leave, and family care leave.**

- **Regularly Review Work-Life Balance: Conduct regular assessments of employee work-life balance through surveys and informal feedback to ensure our policies remain effective.**

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8. Accountability and Measurability

To ensure that the goals of this policy are met, we will:

- **Conduct Annual Reviews: Perform an annual review of this policy to assess its effectiveness, with input from employees. This review will include an analysis of key performance indicators (KPIs) such as employee turnover, engagement scores, diversity metrics, and wellness survey results.**

- **Feedback Mechanism: Establish regular feedback mechanisms (e.g., surveys, one-on-ones, focus groups) to gather employee input on the success of this policy and any areas for improvement.**

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9. Conclusion

At Jnoad , we believe that fostering a healthy, diverse, and inclusive workplace is essential for the success of our business and the well-being of our employees. By prioritizing these values, we aim to create a company culture that drives innovation, enhances employee satisfaction, and ultimately contributes to our continued success.

We are committed to holding ourselves accountable and measuring the success of our initiatives to ensure a thriving, diverse, and productive work environment for all.

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10. Approval

Approved by:

Mark Evans
Policy Owner
Date: 29th September 2025