



**SONIC  
HEALTHCARE UK**

## **SONIC HEALTHCARE UK WELLBEING & BENEFITS POLICY AND PROCEDURE**

Subject:	<b>Sonic Healthcare UK Wellbeing &amp; Benefits Policy and Procedure</b>
Version:	1
Date Implemented:	November 2020
Review Date:	November 2022
Responsible Lead:	Head of Human Resources
Responsible Sub Lead:	Director of Human Resources
Target Audience:	All Employees
Related Documents and Policies:	<ul style="list-style-type: none"><li>• Managing Absence Policy (All contractual types)</li><li>• Annual Leave Policies (All contractual types)</li><li>• Benefits &amp; Wellbeing documentation</li><li>• Stress Protocol 2019 document &amp; associated documents &amp; risk assessments</li></ul>
Policy Type	Non-Contractual (where benefits are contractual this is indicated within the appendices)

## Contents

Paragraph	Title
1	Introduction
2	Purpose
3	Responsibilities
4	Definitions
5	Policy Development
6	Policy Principles
7	Policy Procedure
8	Appendices

## **1. Introduction**

- 1.1 We recognise that wellbeing for our workforce is an important aspect that is considered during their employment journey with us. Sonic Healthcare UK have a duty of care requirement to look after the health and safety of employees, including their overall wellbeing. We consider wellbeing to be made up of a variety of aspects.
- 1.2 In light of this, promoting and protecting staff wellbeing in the workplace is important for Sonic Healthcare UK. There are many factors that influence the health and wellbeing of staff, and we believe these are captured within our 5 pillars to support and improve the wellbeing of our employees. We understand that improving the wellbeing of our workforce will provide you with personal benefits, and the organisation with many benefits including improved productivity.
- 1.3 Sonic Healthcare UK recognise that good mental health at work and good management go hand in hand. We want to provide safe environments for all staff, and resources to support staff to stay emotionally and mentally well. Good mental health will help give you direction, and the energy and ability to deal with the challenges that happen in our personal and professional lives. We believe improving the general wellbeing of employees, will reduce absenteeism, lower staff turnover, increase productivity, and help promote the employment of those who have experienced mental health problems. Furthermore, the company recognises the importance of reducing stress factors, and the management of stress in promoting good mental and physical wellbeing.
- 1.4 A physically well workforce will improve overall Employee Wellbeing throughout the organisation and improve their productivity. Physical wellbeing is crucial to satisfaction at home, work and beyond. It's important for health and also for mental wellbeing, long-term thriving and being productive and successful. Being well physically helps the workforce be resilient and meet the challenges of the day head-on.
- 1.5 Building, improving and maintaining positive and supportive working and learning environments & cultures for our workforce are important to achieve overall wellbeing. We will provide tools and assessments to support environmental wellbeing and we will arrange our workspaces in a way that encourages employees to work safely.
- 1.6 Providing our staff with the tools and information for them to make their own decisions on their own financial wellbeing helps support a programme for staff to be well at work and perform at their best. Many factors have an impact on someone's ability to work, including financial concerns. We can provide you with financial discount schemes, as well as direct you to resources and information on financial wellbeing so you are in control.
- 1.7 Sonic Healthcare UK aims to provide employees with the opportunity to build social relationships and participate in organisation-led initiatives. An

employee with positive co-worker relationships will be happier at work, thus providing better results. An employee who believes in their company's values and CSR initiatives will be personally invested in the business' success, so they will be more engaged in their role.

This workplace wellbeing policy covers the following areas:

<b>Wellbeing 5 Pillars</b>				
Physical Wellbeing	Mental Wellbeing	Environmental Wellbeing	Financial Wellbeing	Social Wellbeing

It is hoped this policy will assist in promoting Wellbeing by:

- Providing information and raising awareness of health issues
  - Promoting policies and actions that support wellbeing in the workplace
  - Equipping employees with the skills to support their own wellbeing, by encouraging focus on physical, mental, social, financial and environmental wellbeing.
  - Supporting a healthy, balanced diet in the workplace
  - Encouraging staff to have a balanced work/life focus.
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## **2 Purpose**

- 2.1 Workforce wellbeing is crucial for all employees to take seriously. Physical, emotional, financial, environmental and social health problems can affect anyone, regardless of their position in the organisation. This policy applies equally to all employees.

The implementation of this policy will also be supported by other policies, (including Managing Absence).

- 2.2 The aim of this policy is to create a workplace environment that promotes the overall wellbeing of all employees.
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## **3 Duties**

### **3.1 Employee's Responsibilities**

- Engage with management to work together to enhance employee wellbeing
- Respond to training and development opportunities
- Raise issues of concern and seek help from their safety representative, line manager, human resources or occupational health department, or use the Employee Assistance Programme.
- Follow all aspects of the Wellbeing Policy.
- Support colleagues and management in making Sonic Healthcare UK an organisation focussed on workforce wellbeing.
- Attend Occupational Health appointment when referrals are made.

### **3.2 Line Manager's Responsibilities**

- Promote all areas of the workforce policy & strategy to the workforce.
- Monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable.

- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Assist and support employees who are known to have mental health problems or are experiencing stress outside work – for example due to bereavement or separation.
- Ensure staff are provided with the resources and training required to carry out their job.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking, and monitor holidays to ensure that staff are taking their full entitlement.
- Ensure staff are provided with meaningful developmental opportunities.
- In addition, senior management will ensure that staff performing a management or supervisory function have sufficient competence to discharge that function in a manner consistent with the maintenance & improvement of employment workforce wellbeing.

### **3.3 Human Resources Department Responsibilities**

- Develop a progressive and supportive workforce wellbeing strategy.
- Promote employee health and wellbeing & our benefits
- Organise training and awareness courses on all areas of wellbeing, including where necessary with suitable experts.
- Provide advice and support to employees and managers in relation to this policy.
- Monitor and report on levels of sickness absence which relate to health problems including identified mental wellbeing stress-related illnesses (in conjunction with the occupational health service and departmental managers).
- Ensure competent advice is available for health and wellbeing matters. This will include access to Occupational Health and an appropriate Employee Assistance Programme.

### **3.4 Occupational Health Responsibilities:**

- Provide specialist advice and awareness training on wellbeing.
- Train and support managers in wellbeing support for staff.
- Support individuals who have been off sick with any physical or mental health conditions, and advise them and their management on a planned return to work.
- Monitor and review the effectiveness of measures to promote mental & physical wellbeing.
- Inform Sonic Healthcare UK of any changes and developments in the field of stress and wellbeing at work.

## **4 Definitions**

### **4.1 Wellbeing**

Creating an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation.’ (CIPD 2016)

### **4.2 Physical Wellbeing**

A state of physical well-being is not just the absence of disease. It includes lifestyle behaviour choices to ensure health, avoid preventable diseases and conditions, and to live in a balanced state of body, mind, and spirit.

#### **4.3 Mental Wellbeing**

Mental Wellbeing is not just the absence of mental disorder. It is defined as a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.

#### **4.4 Environmental Wellbeing**

Environmental wellness inspires us to live a lifestyle that is respectful of our work and personal surroundings. Environmental Wellbeing promotes healthy work surroundings for individuals and also recognises the importance that is placed on a positive impact on the environment. Everyone can have a strong environmental conscious simply by raising their awareness.

#### **4.5 Financial Wellbeing**

Financial wellbeing refers to people's control over their finances, their ability to respond to financial unpredictability and unexpected financial expense, and their ability to meet financial goals and make choices that allow them to enjoy life.

#### **4.5 Social Wellbeing**

Social Wellbeing is an individual's appraisal of their social relationships, how others react to them, and how they interact with social institutions and their community. Social intelligence factors – including emotional intelligence, morals, upbringing, empathy, adaptability and altruism – are important to cultivate for social wellbeing.

#### **4.6 Sonic Healthcare UK 5 Wellbeing pillars:**

Sonic Healthcare UK have identified the 5 elements of wellbeing defined above as being integral to an employee's overall wellbeing. In order to support in a holistic manner Sonic Healthcare UK have initiatives in place to support employees with all the different elements of one's overall wellbeing.

Each pillar has multiple benefits or initiatives aimed at the improvement and support of each area of wellbeing for our workforce.

### **5 Policy Development**

- 5.1 Every 2 years or in light of legislative changes or further guidance being issued and at Management or employee request.

### **6. Policy Principles**

- 6.1 All employees are encouraged to promote and take part in wellbeing activities and utilisation of benefits to support in achieving overall wellbeing.
- 6.2 The company will communicate about all benefits and initiatives on a regular basis, and will review these regularly in relation to their support in achieving the aims of this policy.
- 6.3 The Occupational Health service and referrals to this will be managed in a fair, transparent and efficient manner.

## **7. Policy Procedure**

### **7.1 Benefit usage**

For details on how to use or register your details for any of the benefits and initiatives listed below in Appendix 1, please look for benefit information sheets in the Sonic Hub Storage area, or the Perkbox Benefits Hub.

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## Approval and Ratification

Name of Document: Sonic Healthcare UK Wellbeing & Benefits Policy and Procedure

This policy applies to the policy and procedure of staff wellbeing and its benefits, and is a non-contractual policy. It applies to all Sonic Healthcare UK staff, regardless of contractual type, and where some benefits are contractual, these are defined in Appendix 1.

Name of Management Chair:

Matt Gibbins

Signature:  \_\_\_\_\_

Matt Gibbins (Nov 3, 2020, 7:12pm)

03 Nov 2020

Date: \_\_\_\_\_

**Date of Next Review: November 2022**



## Appendices

<b>Appendix</b>	<b>Title</b>
<b>1</b>	<b>Benefit Summary list 2020 - 21</b>
<b>2</b>	<b>Benefits and initiatives linked to supporting Physical wellbeing</b>
<b>3</b>	<b>Benefits and initiatives linked to supporting Mental wellbeing</b>
<b>4</b>	<b>Benefits and initiatives linked to supporting Environmental wellbeing</b>
<b>5</b>	<b>Benefits and initiatives linked to supporting Financial wellbeing</b>
<b>6</b>	<b>Benefits and initiatives linked to supporting Social wellbeing</b>

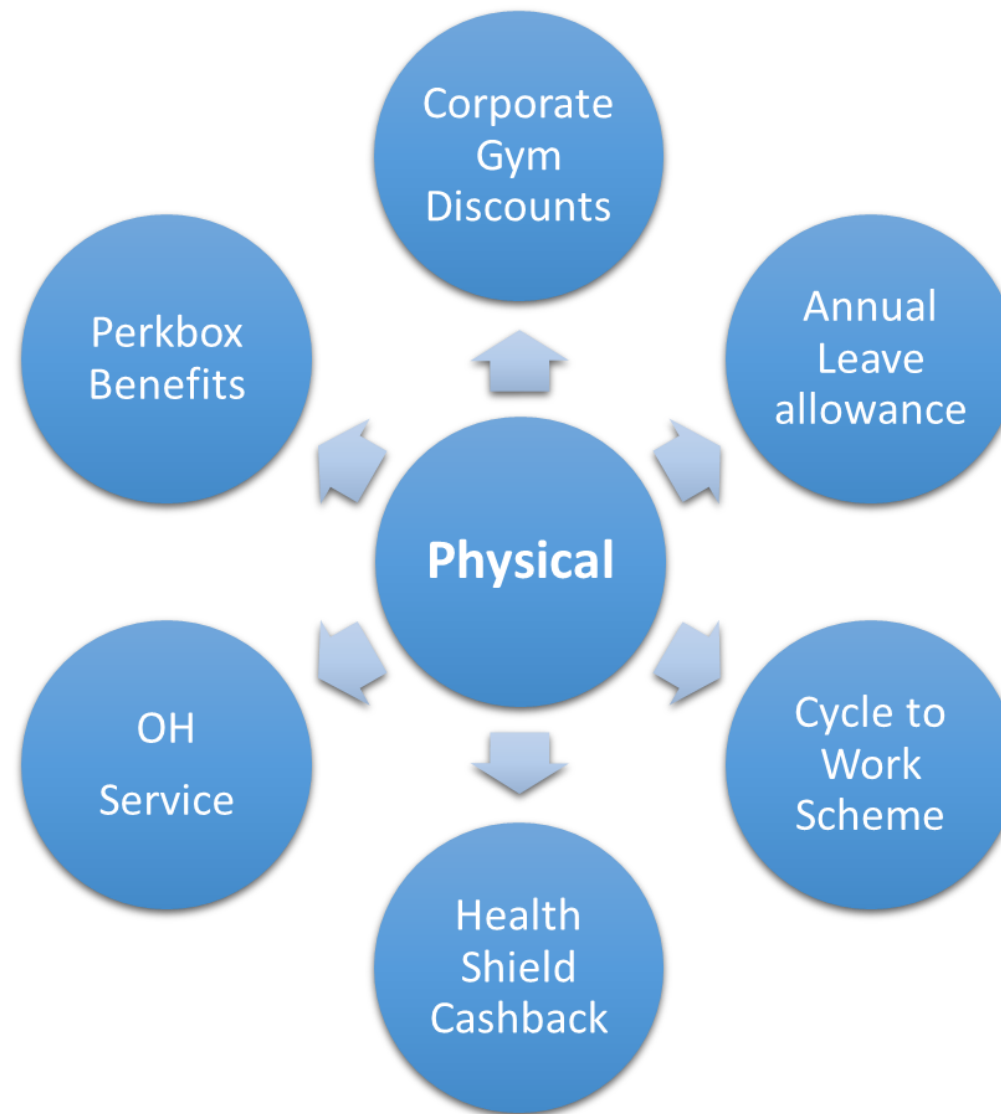
## Appendix 1 – 2020-2021 Benefit &amp; Initiative List

Benefit Name	Eligibility	Details	How to access	Benefit Type
Annual Leave	Sonic Healthcare UK Contracted	<b>Corporate Staff:</b> 0-5 Years of Service: 23 days (not including Public Holidays). 5+ Years of Service: 28 days (not including Public Holidays). <b>Laboratory Staff:</b> 28 days (not including Public Holidays).	Automatically applied to CoreHR balances	Contractual (Prorated for part time staff)
	BMI Contracted	4-6 Years of Service: 27 days (not including Public Holidays). 6-8 Years of Service: 28 days (not including Public Holidays). 8-10 Years of Service: 29 days (not including Public Holidays). 10+ Years of Service: 30 days (not including Public Holidays).		
	Agenda For Change Contracted	1-5 Years of Service: 27 days (not including Public Holidays). 5-10 Years of Service: 29 days (not including Public Holidays). 10+ Years of Service: 33 days (not including Public Holidays).		
	Viapath Contracted	0-3 Years of Service: 28 days (not including Public Holidays). 3-5 Years of Service: 29 days (not including Public Holidays). 5+ Years of Service: 30 days (not including Public Holidays).		
	HJE Contracted	0-5 Years of Service: 25 days (not including Public Holidays). 5+ Years of Service: 27 days (not including Public Holidays).		
Health shield - Cashback	Sonic Healthcare UK Contracted (not inclusive of Bank contracted staff)	Health Shield Scheme whereby employees pay for medical treatments up front and can claim back the cost of a range of medical/ongoing health appointments	You will receive a welcome pack by email / post. Contact HR if you don't.	Non Contractual
Health shield – Perks	Sonic Healthcare UK Contracted (not inclusive of Bank contracted staff)	Health Shield Scheme whereby employees can search for discounts and money off codes.	You will receive a welcome pack by email / post. Contact HR if you don't.	Non Contractual
Employee Assistance Programme	All Staff	Employee Assistance Programme (EAP) is a free service, designed to provide you with professional, independent and impartial information, support and counselling. The programme is a confidential service to all employees. Its available 24/7.	Details of our EAP are held in CoreHR and our Employee Handbook area online.	Non Contractual
Corporate Gym Membership Offers	All Staff	Corporate Gym Membership Scheme with Better Gyms You can sign up for Better Leisure Gyms membership near to where you live or work at a discounted rate. The possibility of attending exercise classes and the Gym allows you to maintain a healthy lifestyle both physically, mentally and financially.	Please ask for information & check out the information on CoreHR	Non Contractual
Financial Support for training & Seminar attendance	All Staff	Employees may, from time to time, apply for financial support towards ongoing career and personal development, as well and support towards course completion or seminar and training attendance.	Complete Training Support request form, and submit to Line manager & training	Non Contractual

<b>Occupational Health Service</b>	All Staff	An Occupational Health Service integrates the efforts of management, administration, employees, and health care professionals in an active, evolving program that promotes a culture of safety & wellbeing in the workplace.		Non Contractual
<b>Contributory pension Scheme</b>	All Staff	Various levels of company contribution towards the employees' pension scheme payments. These are found in your on boarding paperwork or your contract of employment.	Auto Enrolment pension scheme applied after 3 months. Please apply for company pension scheme if you wish to join.	Non Contractual
<b>Flexible &amp; Home working policies</b>	All Staff	Flexible working is a way of working that suits an employee's needs, for example having flexible start and finish times, or working from home. You can only submit one application for flexible working per annum, and those eligible to work from home will be notified by their manager.	Please ask your manager for information & check out the policies in the Handbook & Policies sections for staff.	Contractual
<b>Perk Box</b>	All Staff	The perks & discounts are specifically chosen to support your physical, financial and mental wellbeing. Freebies & discounts ensure you can access everything to live better at work and at home.	Staff will be registered for this by HR, and will receive an email to activate.	Non Contractual
<b>Occupational Sick Pay</b>	Sonic Healthcare UK Contracted	<b>0-3 months of Service</b> – NILL <b>3-12 months of Service</b> - 5 days <b>12 months+ of Service</b> - 20 days	Automatically applied to CoreHR balances  <b>* There may be occasions when employees will not receive company sick pay during a period of absence</b>	Contractual (Prorated for part time staff)
	BMI Contracted	<b>157-260 weeks of Service</b> on 1st day of sickness-6 weeks <b>260 weeks+ of Service</b> on 1st day of sickness-13 weeks		
	Agenda For Change Contracted	<b>0-1 year of Service</b> – 1 month's full pay and 2 months' half pay <b>1-2 years of Service</b> – 2 months' full pay and 2 months' half pay <b>2-3 years of Service</b> – 4 months' full pay and 4 months' half pay <b>3-5 years of Service</b> – 5 months' full pay and 5 months' half pay <b>5+ years of Service</b> – 6 months' full pay and 6 months' half pay		
	Viapath Contracted	<b>0-1 Years of Service-</b> 40 days (only 10 days in first 6 months) <b>1-2 Years of Service-</b> 60 days <b>2-3 Years of Service-</b> 80 days + 60 days at 60% <b>3-4 Years of Service-</b> 100 days+ 40 at 60% <b>4-5 Years of Service-</b> 120 + 20 at 60 % <b>5+ Years of Service-</b> 140 days		
	HJE Contracted	<b>3-5 years of Service-</b> up to 12 weeks <b>5-7 years of Service-</b> up to 16 weeks <b>7-9 years of Service-</b> up to 20 weeks <b>9-10 years of Service-</b> up to 24 weeks <b>10+ years of Service-</b> up to 26 weeks		
<b>Annual salary review</b>	All Staff	Basic salary is reviewed in April each year (July for managers). The rate of increase will be agreed with our Partnership Group members, and will application to individuals be dependent on completion of mandatory training, the annual joint review and other considerations.	N/A	Non Contractual

<b>Permanent Health Insurance</b>	Sonic Healthcare UK, BMI, Viapath and HJE contracted staff	Income Protection schemes provide an income in circumstances of long-term absence caused by illness or injury. Cover can also be provided for employer and employee pension contributions to allow pension funds to continue to be funded. Benefit is payable after a specified period such as 26 weeks and will be paid during continued absence up to the terminal age defined by the policy. Cover and the payment of benefit is subject to satisfying the company's insurers and will be subject to regular reviews.	Staff will be registered for this by HR, and will receive information, should they near time off period that activates assessment.	Contractual
<b>Death In Service Lump Sum</b>	Sonic Healthcare UK, BMI, Viapath and HJE contracted staff	Life Assurance provides employees with cover of a multiple of salary/earnings should the employee die whilst in employment of the policyholder. The sum is paid to the employees beneficiaries, at the Trustees' discretion, although the employee can nominate their beneficiaries by completing a Beneficiary Nomination Form.	Staff will be registered for this by HR, and should complete death nomination forms.	Contractual
<b>Group Critical Illness</b>	Sonic Healthcare UK, BMI, Viapath and HJE contracted staff	Critical Illness Insurance provides a lump sum of the multiple of an employee's salary if they are diagnosed with, and survive for more than 14 days, a critical illness that meets the insurer's policy definition.	Staff will be registered for this by HR.	Contractual
<b>Eye Test Vouchers</b>	All Staff	Payment for eye tests and the provision of VDU spectacles as per DSE regulations	Staff can contact HR for a voucher	Non Contractual
<b>Cycle to Work Scheme</b>	All Staff	The cycle to work scheme allows you to obtain commuter bikes and cycling accessories through Sonic Healthcare UK, whilst spreading the cost over 12 months and making unbeatable savings through a tax break. Once you receive your bike, the salary repayments are started through Payroll deductions.	Please ask Payroll or HR for information & check out the information on CoreHR	Non Contractual
<b>Public Transport Season Ticket Loan</b>	All Staff	A company loan for the cost of annual travel ticket which is repaid to the company by deductions from salary over 10 or 12 consecutive months. This is not Salary sacrifice scheme.	Please ask Payroll or HR for information & check out the information on CoreHR	Non Contractual

**Appendix 2**  
**Benefits and initiatives linked to supporting Physical wellbeing**



**Appendix 3**  
**Benefits and initiatives linked to supporting Emotional wellbeing**



**Appendix 4****Benefits and initiatives linked to supporting Environmental wellbeing**

**Appendix 5**  
**Benefits and initiatives linked to supporting Financial wellbeing**





**Appendix 6****Benefits and initiatives linked to supporting Social wellbeing**



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