

# HEALTH AND SAFETY POLICY

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# **I. GENERAL STATEMENT OF POLICY**

- 1.1 It is the policy of REDSHIFT RESEARCH LTD to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose.
- 1.2 REDSHIFT RESEARCH LTD also recognises and accepts its responsibility to protect the health and safety of all visitors to the workplace (including contractors, temporary staff and any members of the public) who might be affected by our activities. REDSHIFT RESEARCH LTD will also co-operate on health and safety matters with other organisations accommodated within the REDSHIFT RESEARCH LTD premises area.
- 1.3 A copy of this policy will be made available to each member of staff. The policy will be kept up to date and the way in which it has operated will be reviewed each year.
- 1.4 The specific arrangements for the implementation of the policy and the personnel responsible are set out below.

## **2. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT**

### **2.1 THE COMPANY**

2.1.1 The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, members of the public.

2.1.2 The Company, as the employer, has overall and final responsibility for health and safety, and for ensuring that health and safety legislation is complied with.

2.1.3 The Company will review the operation of its health and safety policy annually.

### **2.2 THE MANAGING DIRECTOR**

2.2.1 The Managing Director has overall responsibility for ensuring that the health and safety policy is put into practice at REDSHIFT RESEARCH LTD's premises. In particular the Managing Director will ensure that:-

- employees receive sufficient information, training and supervision on health and safety matters
- all staff are aware of their responsibilities to each other and to visitors
- a risk assessment is undertaken and the results written up and made available to all employees
- accidents are investigated and any relevant ensuing recommendations are made available to all staff
- all necessary arrangements in place to monitor the maintenance of the premises and equipment
- there are adequate arrangements to liaise and co-operate on health and safety matters with other companies that share joint workspaces with REDSHIFT RESEARCH LTD.
- ensure REDSHIFT RESEARCH LTD accepts its legal responsibility for the health and safety of its employees based in the offices of other organisations and/or sister companies.
- ensure that REDSHIFT RESEARCH LTD has the time, facilities and resources to fulfil its health and safety duties.

### **2.3 COMPETENT PERSONS**

2.3.1 The Managing Director will appoint from amongst the REDSHIFT RESEARCH LTD employees, at least one "competent person" as defined in the Management of Health and Safety at Work Regulations 1999.

2.3.2 Competent persons will report to the Managing Director and will assist in assessing the health and safety risks to REDSHIFT RESEARCH LTD's employees and devising and applying measures to improve health and safety. The Managing Director will ensure that the competent persons have adequate time, information, training and resources to undertake their task.

2.3.3 All employees will be told who the competent persons are.

2.3.4 The competent persons at the time of issuing this policy statement is Paul Watts.

## **2.4 TRADE UNION/EMPLOYEE PARTICIPATION**

2.4.1 Management will consult with the agreed trade union and/or employee representatives on the development of health and safety policy, ensuring that such representatives receive all the information to which they are legally entitled and provide reasonable time off without loss of pay to carry out their duties.

## **2.5 ALL EMPLOYEES**

2.5.1 All employees have the responsibility to co-operate with management to achieve a safe and healthy workplace and to take reasonable care of themselves and others.

2.5.2 Employees must not intentionally or recklessly interfere with anything provided for their health, safety and welfare. Serious breaches of the Health and Safety Policy and rules (e.g. misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through REDSHIFT RESEARCH LTD's Disciplinary Procedure.

2.5.3 Whenever an employee, notices a health or safety problem which they are unable to put right, they must immediately inform the management team, (or the Fire Officer or first aider if this seems more appropriate - see below).

2.5.4 Health, safety and welfare matters may be raised by any employee at REDSHIFT RESEARCH LTD at any time.

## **2.6 FIRE OFFICERS**

2.6.1 Fire Officers for the Commotion House Building are appointed by the landlord – Commotion Ltd.

2.6.2 If any employee has any concerns with regard to fire safety, these should be raised, either with Redshift management, or with the Commotion appointed Fire Officers.

## **2.7 FIRST AIDERS**

2.7.1 First Aiders for the Commotion House Building are appointed by the landlord – Commotion Ltd.

2.7.2 Assistance should be sort from this individual(s) in the event of an accident

## **2.8 RISK ASSESSMENT**

- 2.8.1 REDSHIFT RESEARCH LTD will ensure that a competent person carries out a risk assessment in accordance with the Management of Health and Safety at Work Regulations. This risk assessment will be written up, and be made available to all staff.
- 2.8.2 The written risk assessment will be reviewed and updated annually to ensure it covers all employees against all risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessment will also be updated every time that there is a major change in working practices. In the event of any accident, the risk assessment will be reviewed to see if any unidentified risks have been brought to light and to determine any appropriate actions required. The risk assessment will cover all REDSHIFT RESEARCH LTD employees, wherever they may be based, and will cover all aspects of their work.

## **2.9 TRAINING & INDUCTION**

- 2.3.1 REDSHIFT RESEARCH LTD will ensure that new employees and volunteers receive information on health and safety as part of their induction.
- 2.3.2 REDSHIFT RESEARCH LTD will organise training for employees and volunteers on health and safety matters as appropriate. REDSHIFT RESEARCH LTD will also organise training for appropriate use of any equipment that is identified as posing a significant safety risk.
- 2.9.3 If employees and volunteers consider they have health and safety training needs they should inform their line manager.

### **3. BUILDING MAINTENANCE**

3.1 REDSHIFT RESEARCH LTD has a responsibility to provide a safe and healthy environment for staff and volunteers. The landlord, Commotion Ltd, is responsible for organising essential building maintenance.

3.2 All REDSHIFT RESEARCH LTD staff are responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to the Management team who will then inform the landlord.

#### **3.3 HAZARDS IN THE WORKPLACE:**

3.3.1 Things out of reach:

Chairs or other furniture must not be used to stand on for the purposes of replacing light bulbs, reaching for things off tops of cupboards etc. A properly maintained, undamaged step ladder must be used.

3.3.2 Damaged Equipment:

Regular checks must be carried out on furniture and equipment for damage which leave sharp edges protruding or other hazards. Any damaged furniture must be reported for repair or condemnation straight away and must be removed from use. Employees should also be vigilante for any damage cables or loose connections on electrical equipment that might represent a risk of electrocution or of fire.

3.3.3 Damage to Fabric of Building, Windows etc:

All such damage must be reported immediately to the Management team.

3.3.4 Misplaced Furniture, Equipment or Supplies:

Any furniture, equipment or supplies left in an inappropriate place, for example obstructing a gangway, must be removed immediately, and placed in an appropriate, safe place.

## **4. GOOD HOUSEKEEPING**

### **4.1 AISLES & GANGWAYS**

- 4.1.1 Gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.

### **4.2 SMOKING**

- 4.2.1 Commotion House is a non smoking building. Staff may only smoke outside the building.

### **4.3 OVERCROWDING**

- 4.3.1 The general minimum space per person, recommended by the 1992 Regulations is 11 cubic metres. REDSHIFT RESEARCH LTD will avoid unhealthy and overcrowded working conditions, and will consult staff on any changes in office layout.

### **4.4 VENTILATION**

- 4.4.1 REDSHIFT RESEARCH LTD will endeavour to provide a well ventilated workplace in which staff have control over their local level of ventilation.

### **4.5 TEMPERATURE**

- 4.5.1 In office workplaces a minimum temperature of 16°C must be maintained. Efforts will be made so far as is reasonably practical to ensure the workplace temperature does not rise to an uncomfortable level. REDSHIFT RESEARCH LTD will do all in its power to ensure reasonable temperatures in the workplace at all times.

### **4.6 LIGHTING**

- 4.6.1 Adequate lighting must be provided. If lights are found to be out of order, the fault must be corrected as soon as reasonably possible.

### **4.7 NOISE**

- 4.7.1 Some REDSHIFT RESEARCH LTD staff work within an open plan office and therefore a certain level of noise is unavoidable, however REDSHIFT RESEARCH LTD will endeavour to ensure that noise are kept to as low a level as is practicable.

### **4.8 OFFICE ATMOSPHERIC POLLUTANTS**

- 4.8.1 Office equipment such as photocopiers and printers can emit pollutants into the atmosphere. REDSHIFT RESEARCH LTD will take reasonable precautions in ensuring that these levels are kept as low as is possible by situating such equipment in a room that is not regularly occupied by staff. Employees will not be expected to work in enclosed spaces with equipment that emit atmospheric pollutants. Spaces where these pollutants are present shall be kept well ventilated.

## **4.9 EQUIPMENT STORAGE AND USAGE**

- 4.9.1 - Equipment must not be left lying around but must be suitably stored.
  - No wires must be left trailing across floors.
  - Non flammable rubbish bins must be positioned at various points.
  - Except in emergencies, and then only with the permission of the Managing Director, no paraffin, bar electric or calor gas fires will be used at REDSHIFT RESEARCH LTD premises.

## **4.10 ELECTRICAL EQUIPMENT**

- 4.10.1 All building maintenance such as electrical work, carpentry, painting etc should be carried out by skilled people appointed by the landlord, Commotion Ltd. No Redshift Research staff should endanger themselves or others by carrying out such work.
- 4.10.2 Broken, ineffective or damaged electrical equipment must be reported to the Management and may only be dealt with by a qualified electrician appointed either by Redshift Research or (in the case of building fixtures and fittings) by the landlord, Commotion Ltd. Staff should never attempt to perform any electrical repairs, modifications or upgrades of any kind.

## **5. WELFARE ARRANGEMENTS**

### **5.1 TOILETS AND WASHING FACILITIES**

- 5.1.1 REDSHIFT RESEARCH LTD will seek to ensure that suitable and sufficient toilets and washing facilities are provided for all staff in accordance with the minimum requirements of Health and Safety legislation and will liaise with the landlord, Commotion Ltd, to ensure that this is done.

### **5.2 DRINKING WATER**

- 5.2.1 An adequate supply of drinking water will be provided for all staff.

### **5.3 REST AREAS**

- 5.3.1 So far as is reasonably practicable REDSHIFT RESEARCH LTD will provide all staff with seating in a rest area, where they may rest during normal work breaks.

### **5.4 PREGNANT WOMEN**

- 5.4.1 Suitable rest facilities will be provided for pregnant employees.

### **5.5 HOURS OF WORK**

- 5.5.1 REDSHIFT RESEARCH LTD employees should not work excessively long hours, and should take adequate breaks for meals and rest as indicated within their statements of terms and conditions of employment.
- 5.5.2 Employees are required to take a 5-10 minute break from screen/keyboard work after every 50-60 minutes continuous screen and/or keyboard work

## **6. PERSONAL SAFETY**

### **6.1 Office Security**



- 6.1.1 It is in the nature of REDSHIFT RESEARCH LTD's work that staff or volunteers may, on occasions, find themselves in potentially dangerous situations whilst on REDSHIFT RESEARCH LTD business. The following policy is concerned to minimise the risk to people working for REDSHIFT RESEARCH LTD.
- 6.1.2 Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment. Such callers should be encouraged to make an appointment.
- 6.1.3 Where staff are dealing with an individual but feel uneasy about being alone with him or her they have the right to refuse to make an appointment or give access if it would put them in that position. In these situations REDSHIFT RESEARCH LTD management will put their trust in the feelings of the worker.
- 6.1.4 Staff working late in the office will be notified by Commotion Ltd staff when the building is about to be vacated at the end of the day. Staff are not required to work alone in the building if they feel uncomfortable about doing so. Any member of staff who is last on the premises will be responsible for locking the building and setting the security alarm.
- 6.1.5 All windows and entry doors will be lockable.

## **6.2 PREVENTION WHILST AWAY FROM NORMAL WORKPLACE ON REDSHIFT RESEARCH LTD BUSINESS**

- 6.2.1 Staff who are going to be away on REDSHIFT RESEARCH LTD business should make it clear to other staff where they will be, how long for and how they can be contacted.
- 6.2.2 If in the course of a trip away from the office plans change significantly, this should be communicated back to the office.
- 6.2.3 Staff should make clear who they wish to be informed (outside of work) in the event of an emergency and how they can normally be contacted.

## **6.3 PREVENTION WHILST HOLDING OR CARRYING MONEY OR VALUABLES FOR REDSHIFT RESEARCH LTD**

- 6.3.1 Staff who carry money for REDSHIFT RESEARCH LTD have the right to be accompanied by another person.
- 6.3.2 Large amounts of cash, over and above petty cash should not be kept on REDSHIFT RESEARCH LTD premises.
- 6.3.3 Visits to the bank should not be at a regular time.
- 6.3.4 Under no circumstances should staff put themselves at risk on account of REDSHIFT RESEARCH LTD's property. If money is demanded with threats it should be handed over.

## **6.4 PERSONAL AWARENESS:**

- 6.4.1 There are lots of things we already do that keep us safe, but becoming more aware of our surroundings puts us in control of our environment. The following steps are recommended to REDSHIFT RESEARCH LTD staff as being helpful.

## 6.5 WHILST OUT AND ABOUT:

**Trust your intuition and listen to your feelings.** If you sense something is wrong, it probably is. Acting on intuition may prevent an aggressive situation.

**Be prepared.** Do you know whom to contact and what to do if a difficult situation arises? Find out and if there is no one designated, ask for a supervisor or manager to be nominated.

**Be observant.** Notice everything around you - exit doors, telephones, windows, sources of help. This will make you more aware of your surroundings and help you escape if you need to.

**Assess potential risks.** Avoid dangerous short cuts, walk facing the traffic on the street side of pavements, think about where you park your car and remember where you have parked it.

**Make sure you have all relevant information with you.** Have you checked to see if there is a known problem with whom you are or where you are going?

**Look confident.** "Walking tall" and being aware of your surroundings deters assailants.

**Never stay in a situation where you think you may be at risk.** Don't feel you have to stay because of your work. You can see the client, arrange the visit or do the interview again. You can ask a colleague to come in or be with you. Don't be afraid to ask for help.

**Be aware of personal space** - yours and others. Encroaching on other peoples personal space can make them aggressive. If other people are too close to you and making you uncomfortable, ask for more space or move away.

**Don't get into lifts with people who make you feel uneasy.** If you are in a lift and feel uncomfortable, get out and use the stairs, or wait for another lift. Make sure you know where the emergency button is and stand where you can reach it.

**Don't accept lifts in vehicles from people you have no reason to trust.**

**Think about what you are wearing,** can you run if you need to?

## 6.6 IN DEALING WITH AGGRESSION

If you find yourself in an aggressive situation, what can you do?

**Try to stay calm** if someone is starting to get angry. Your body language, voice and response can help to defuse a situation. Take a deep breath, keep your voice on an even keel, and try to help.

**Offer an angry person a range of options** from which they can choose the one they prefer. They will find it difficult to stay angry.

**Do not be aggressive back** - this is how anger can escalate into violence.

**Are you the best person to deal with this situation?** Going to get someone else if often helpful particularly if they can solve a problem that you can't.

**Get on the same level as the aggressor.** If they are standing so should you. It makes you feel less vulnerable and makes it easier for you to get away or fetch help if necessary.

**Keep your balance and keep your distance.**

**Do not touch someone who is angry.**

**Don't let your escape route be blocked.**

**Keep yourself between an escape route and an aggressor** so you can still get away.

**If the situation is dangerous, then get away as fast as you can.** Never remain alone with an actively violent person.

**If you cannot get away, then scream.**

## **6.7 REPORTING AND RECORDING**

6.7.1 All incidents of aggression or violence should be reported to management and recorded.

6.7.2 Employers have a responsibility to provide a safe working environment. Staff should report any current or potential situation at work which is a threat to personal safety. Talking about fear and other problems related to aggression or harassment are not marks of failure but good practice. A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair which can carry on long afterwards. The management of REDSHIFT RESEARCH LTD recognises this and will be disposed to provide whatever support, counselling or time off work seems appropriate.

## **7. VISUAL DISPLAY EQUIPMENT**

### **7.1 GENERAL**

7.1.1 It is the policy of REDSHIFT RESEARCH LTD to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

7.1.2 REDSHIFT RESEARCH LTD will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work. All workstations must meet the requirements set out in the Schedule to the Regulations.

### **7.2 NATURE AND ORGANISATION OF WORK**

7.2.1 Appropriate seating must be available to all users.

7.2.2 Staff will take regular breaks (at least 5-10 minutes away for every 50-60 minutes at the screen). Short frequent breaks are more satisfactory than occasional longer breaks.

### **7.3 EQUIPMENT**

#### **7.3.1 REDSHIFT RESEARCH LTD will:-**

- (a) provide VDUs with a detachable and adjustable screen, i.e. in height, swivel etc, to allow for the individual preference of the operator.
- (b) provide computer cleaning supplies when needed.
- (c) provide a wrist rest set for each workstation
- (d) an anti-static mat at each workstation.
- (e) provide keyboards which are separate from screens.
- (f) provide a means for preventing glare and to prevent direct light from falling on the screen.
- (g) provide adequate workstation space.

### **7.4 MAINTENANCE**

**7.4.1** Redshift Research should hold copies of manufacturers' detailed instructions on the maintenance of machinery, and will ensure that maintenance contracts are adhered to and, where appropriate, renewed.

### **7.5 EYE AND EYESIGHT TESTS**

**7.5.1** New staff are entitled to have eyesight tests paid for by REDSHIFT RESEARCH LTD.

**7.5.2** Where a member of staff is experiencing eyesight problems attributable to their work with VDUs she/he will be entitled to have an eyesight test paid for by REDSHIFT RESEARCH LTD.

**7.5.3** Where a test shows that as a result of work with REDSHIFT RESEARCH LTD VDUs a member of staff needs to purchase special corrective appliances (usually glasses) REDSHIFT RESEARCH LTD will pay for these. This excludes those normally used for purposes other than work with VDUs.

## **7.6 WRULDS/RSI**

7.6.1 Work Related Upper Limb Disorders (also known as Repetitive Strain Injury) are often associated with keyboard work. It is the intention of REDSHIFT RESEARCH LTD, by following best advice to provide VDU/keyboard equipment and furniture which help prevent the development of these musculoskeletal disorders. Staff however should contribute to their own safety and welfare by:

- avoiding sitting in the same position for long periods
- adjusting equipment and furniture to appropriate/comfortable positions
- taking a rest break from VDU work (at least 5-10 minutes away every hour) by doing some other work.

## **8. FIRE SAFETY**

### **8.1 GENERAL**

8.1.1 It is not only the responsibility of the Commotion House Fire Officers, but of all staff to be aware of fire hazards, to know the location of fire exits and the assembly point. Everyone must know the fire drill instructions, and these will be part of the induction process for all new staff and volunteers.

8.1.2 Access to escape doors, extinguishers and other fire fighting equipment must not be obstructed.

### **8.2 FIRE DRILLS**

8.2.1 The Commotion House Fire Officers are responsible for ensuring that staff are aware of the evacuation procedures. The Fire Officers have the power to remove obstructions from fire exits. The Fire Officers will liaise with Redshift management after each evacuation to review the success or otherwise of the evacuation and to make recommendations for improved practices.

8.2.2 The Fire alarms shall be tested at regular intervals by the Fire Offices. REDSHIFT RESEARCH LTD staff will be notified of any testing taking place during office hours.

8.2.3 Visitors to REDSHIFT RESEARCH LTD and all REDSHIFT RESEARCH LTD staff, including volunteers, must be made fully familiar with the escape routes and the REDSHIFT RESEARCH LTD assembly points.

### 8.3 FIRE DRILL PROCEDURE

**If the fire Alarm sounds**

- Evacuate the building immediately by the nearest exit.
- Ensure any visitors leave the building.
- Do not put yourself at risk.
- Assemble by the entrance to the Commotion House parking area.
- Do not re-enter the building for any reason until the Fire Officers or fire brigade confirm that it is safe to do so.

**If You Discover A Fire**

- Raise the alarm by operating the break glass switch at the nearest Fire Alarm call Point. These are located in the stair wells on each floor.
- Evacuate the building immediately as above.

## 9. Universal Hygiene Controls

9.1 All areas must be kept clean and tidy.

9.2 Cleaning arrangements in Commotion House are organised by Commotion Ltd. Redshift Research will liaise with the landlord to ensure that appropriate hygiene controls are in place, namely;

9.2.1 Toilets must be washed regularly and kept clean.

9.2.2 If practicable all wash basins should be provided with hot water, soap, clean paper towels or hand dryers.

9.2.3 Vending machines for sanitary products and disposal bins should be provided. Bins should be emptied and sanitised regularly.

## **10. First Aid and Accident Reporting**

- 10.2 In Commotion House First Aid provision will be available at all times in an appropriate and accessible First Aid Box.
- 10.2 The first aid box is kept by Commotion Ltd staff and, in the event of an accident, assistance should sought from Commotion Ltd staff.
- 10.3 Redshift Research will maintain an accident book to record the details of any staff accidents.
- 10.3 All employees must report all incidents which did or nearly resulted in personal injury to themselves or others, to the management team and make sure the accident is recorded in the Accident Book.
- 10.2.4 It is the responsibility of the management team to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.
- 10.2.5 The management team is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the local authorities. RIDDOR covers the following incidents:-
  - (a) fatal accidents
  - (b) major injury accidents\conditions
  - (c) dangerous occurrences
  - (d) accidents causing more than 3 days incapacity for work
  - (e) certain work-related diseases.

## **11. MANUAL HANDLING**

- 11.1 REDSHIFT RESEARCH LTD employees should avoid manual lifting where at all possible. However, employees may occasionally be required to manually lift and handle loads. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.
- 11.2 The most likely occurrences of manual handling for REDSHIFT RESEARCH LTD employees are :-
- the receipt and storage of stationary orders
  - moving boxes of photocopying paper around the office
  - more rarely - rearranging the office furniture and equipment
- 11.3 All employees should not lift or attempt to move anything that is clearly too heavy to move safely without the aid of another person and/or without the use handling equipment such as a sack truck.
- 11.4 Employees should not put themselves at risk by attempting to lift heavy loads which could be divided into smaller quantities. The assistance of other employees should always be sought for moving large quantities or for lifting heavy and awkward loads. When lifting in a team take instructions from one person only.
- 11.5 Any employee feeling a strain should stop immediately and record the incident in the Accident Book. To continue may result in more serious injury.

## **12. STRESS MANAGEMENT**

- 12.1 Stress at work is a serious issue: workers can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.
- 12.2 Stress is a workplace hazard that must be dealt with like any other. Thus the responsibility for reducing stress at work lies both with employer and employee.
- 12.3 REDSHIFT RESEARCH LTD will do all it can to eradicate problems relating to stress at work. In particular REDSHIFT RESEARCH LTD will:
- \* Ensure close employee involvement, particularly during periods of change.
  - \* Give opportunities for staff to contribute in the planning and organisation of their own jobs.
  - \* Ensure staff have work targets that are stretching, but reasonable.
  - \* Implement effective policies and procedures for dealing with bullying and any form of harassment
  - \* Encourage good communications between staff and management.
  - \* Promote the maintenance of a supportive culture in the workplace.
  - \* Where appropriate, take into consideration an employee's personal problems/problems at home.



\* Ensure employees avoid working long and unsocial hours.

- 12.4 REDSHIFT RESEARCH LTD will ensure that all policies, working practices, conditions of employment etc. do not contradict with the above statement.
- 12.5 Employees should become aware of the causes of stress, and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others.
- 12.6 Employees must respect other members of staff, and ensure that interpersonal conflicts are avoided or dealt with sensibly.
- 12.7 Employees must not make unrealistic demands of other workers, by imposing impossible deadlines and/or increasing others' workloads to a level they cannot cope with.
- 12.8 Employees should participate with REDSHIFT RESEARCH LTD's intention to maintain a co-operative, supportive workplace environment.
- 12.9 If an employee is suffering from stress at work, they should discuss this with the Managing Director at the first opportunity. Where practicable and reasonable, REDSHIFT RESEARCH LTD will seek to provide assistance to the employee.