



Cognni Limited

POL112 – Employee Wellbeing Policy

Cognni is committed to ensuring the wellbeing of all employees. It is recognised that work has an impact on the mental and physical health of employees, and we are committed to making that a positive commitment.

Effective employee wellbeing will be achieved by:

- encouraging employees to seek work-life balance
- considering requests for career breaks and sabbaticals
- providing medical assistance to employees
- encouraging employee fitness
- promoting dignity at work
- minimising the stressful impacts of work
- managing sickness absence effectively.

Work-life Balance

- All employees with at least 26 weeks' continuous service are legally entitled to request flexible working if they have not made a similar request in the past 12 months. Cognni will address all requests sympathetically and will try to meet all requests when the needs of the business allow.
- Working from home is actively encouraged where this fits with the employee's wishes, however, the office is available for employees to work from if they would prefer and it is understandable that employees may want to spend time in the office for various reasons. Employees must note that some jobs can never be successfully carried out from home.
- Employees who work from home will be expected to attend the workplace as requested, with a minimum of 24 hours' notice, where notice can be reasonably given.
- Employees who work part time will be encouraged to attend team briefings, which maybe virtual in some, but not all, instances. To achieve this, the timing of team briefings will vary to cover the different working patterns of employees.

Requests for Career Breaks and Sabbaticals

- A career break is a period of time away from the workplace. This would be for a minimum of one year. During the period of a career break, the individual is not an employee of the organisation, but will be kept in touch with what is happening in the organisation through regular updates to facilitate a smooth return to work in the future.
- A sabbatical can be for a maximum of 12 months. During the sabbatical, an employee will not be expected to be doing work connected with the organisation. During the sabbatical, the individual will remain an employee and continuity of service will continue to accrue. An employee is required to have at least 3 years' service before requesting a sabbatical.
- Requests for a career break or sabbatical must be made in writing to the line manager.

- The organisation reserves the right to refuse a request for a career break or sabbatical. The reasons for a refusal will be confirmed in writing to the employee.

Providing Medical Assistance to Employees and Promoting Healthy Options

To promote the health of all employees Cognni will do the following.

- Provide access to a confidential counselling service. This service is not run by Cognni and no information about who has used the service, or why it has been used, is given to Cognni. Details of the counselling service can be found on the company intranet.
- Support employees trying to give up smoking. Cognni has access to specialist services who will provide advice and support to those who try to give up smoking.

Encouraging Employee Fitness

To promote exercise and fitness Cognni will do the following.

- From time to time, events will be arranged for employees to participate in fitness activities. It is aimed to arrange at least one charity fitness challenge each year, with similar events taking place throughout the year. Employees wishing to arrange an event should contact People Operations.

Promoting Dignity at Work

Cognni believes that all employees should be able to work without fear of being harassed or distressed by their colleagues, customers or other contacts in the workplace.

- Any employee who is distressed by events at work and believes that their dignity has been violated or they have suffered harassment should talk to their line manager. This will be addressed in confidence.
- If it is not appropriate to speak to the line manager employees should speak to a member of People Operations.
- The organisation will act promptly to investigate any allegations of unacceptable behaviour in the workplace.
- The organisation will support employees in getting over any distress that has been caused.
- Employees who harass colleagues, or engage in otherwise upsetting behaviour, could be subject to disciplinary action.

Minimising the Stressful Impacts of Work

- All jobs can have times when the work is particularly busy, or particularly demanding. Cognni recognises this and will support employees by allowing regular breaks for the employee to rest from these demands.
- Employees are not expected to be answering emails from home in the evenings. If employees find that they are regularly needing to work from home in the evenings, they must discuss this with their line manager to try to find a solution.
- Cognni will always take steps to cover the absence of colleagues, without putting undue demands on other employees.

- If employees are struggling to cope with the demands of their job, they should discuss this with their line manager or a member of People Operations.

Managing Sickness Absence Effectively

- Employees who are absent due to sickness must adhere to the Company Sickness Absence Procedure.
- Employees should not return to work if medical advice is that they are not fit to work.
- Employees who have been absent from work for a lengthy period of time will usually be expected to return to work on a phased return programme. This will be agreed between the employee and their line manager.
- While an employee is on sickness absence leave their line manager will keep in touch. The purpose of this will be to ensure that key communications are sent to the employee, and to ensure that the employee still feels part of the work team.