



## HEALTH & WELLBEING POLICY STATEMENT

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### 1. Introduction

At Air 3 Ltd, we are committed to promoting the health, safety, and wellbeing of our employees. This Health & Wellbeing Policy outlines our dedication to addressing occupational health issues, including mental health and fatigue, and establishes the framework for creating a supportive and healthy workplace.

### 2. Policy Objectives

Our primary objectives are to:

- Create a work environment that prioritizes the physical and mental health of employees.
- Identify and mitigate occupational health risks, including mental health and fatigue.
- Encourage a culture of open communication, support, and collaboration.
- Provide resources and support systems to help employees maintain a healthy work-life balance.

### 3. Occupational Health Issues

#### 3.1 Mental Health

- Recognize that mental health is as crucial as physical health, and we are committed to reducing the stigma surrounding mental health issues.
- Encourage open conversations about mental health and create a supportive environment where employees feel comfortable seeking help.
- Provide mental health awareness training for all employees, supervisors, and managers.

#### 3.2 Fatigue Management

- Recognize the impact of fatigue on overall health and safety.
- Implement measures to prevent and manage fatigue, including workload management and scheduling considerations.
- Encourage employees to communicate concerns about fatigue and report instances where fatigue may impact job performance.

### 4. Support Systems

#### 4.1 Employee Assistance Program (EAP)

- Offer an Employee Assistance Program providing confidential counselling and support services for employees facing personal or work-related challenges.
- Ensure employees are aware of the EAP and how to access its resources.

#### 4.2 Training and Education

- Provide regular training and educational sessions on health and wellbeing topics, including mental health awareness, stress management, and fatigue prevention.
- Equip managers with the tools and knowledge to identify signs of mental health issues and provide appropriate support.

### 5. Workplace Environment

- Design and maintain a physical workspace that promotes health and wellbeing.
- Encourage regular breaks and provide areas for relaxation.
- Foster a culture of mutual respect and consideration among employees.

### 6. Work-Life Balance

- Promote a healthy work-life balance by respecting reasonable working hours.
- Encourage the use of vacation time and flexible work arrangements where possible.



**7. Occupational Health Monitoring**

- Regularly assess occupational health risks through workplace inspections and employee feedback.
- Act promptly on identified issues, implementing corrective measures to address health concerns.

**8. Responsibilities**

- All employees are responsible for their own health and wellbeing and are encouraged to actively participate in the company's health and wellbeing initiatives.
- Managers and supervisors are responsible for creating a supportive environment, recognizing signs of distress, and facilitating access to appropriate support services.

**9. Review and Continuous Improvement**

- Regularly review and update this policy to ensure it remains aligned with legal requirements and industry best practices.
- Encourage feedback from employees to continuously improve our health and wellbeing initiatives.

This Health & Wellbeing Policy reflects our commitment to creating a workplace that prioritizes the health, safety, and wellbeing of our employees.

A handwritten signature in blue ink, appearing to read "P. Morgan".

*Signed:* \_\_\_\_\_

*Date:* January 2024

For and on behalf of Air3 Limited Peter  
Morgan - Managing Director

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