Staff wellbeing guide
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Putting you first

The health and safety of our University community in the UK, China, Malaysia and elsewhere is our priority.

During the current situation with coronavirus Covid-19, please remain calm and follow the advice and precautions published on the University web pages and associated communications.

The University is following the latest advice for the UK from the Department for Health and Social Care, Public Health England and the Foreign and Commonwealth Office - as well as from the Chinese health authorities for our Ningbo campus.

This guide signposts staff to the resources available to support your wellbeing, including our online/telephone employee assistance service and other web-based resources.

Click on the bold blue underlined links – they may open in a separate browser!

You may wish to view this slide deck in 'presentation' mode OR if using regular 'view' mode simply hover over the link, right click then select 'open link'.
Follow these **top 10 tips** to maintain your mental health and wellbeing.

You can find out more at [www.actionforhappiness.org](http://www.actionforhappiness.org).

Our **mental health first aider network** are there to support you with any mental health issues and to signpost you to support.

Our **Leadership and Management Academy** (hosted on Moodle) offers all staff a range of online wellbeing support, services and tools. Use your University username and password to login to:

- Useful resources for **effective remote working** and using different technology
- Recognise **stress** and ways to help manage it
- Learn from our **online wellbeing programme**

If you haven’t used Moodle before then please contact IT to get set up!
Our **employee hub** gives you easy access to our **employee assistance programme** which offers free confidential support for any workplace or personal issue over the telephone or online 24/7.

Access **telephone counselling** via 0808 168 2143.

Access **online counselling and information**

1. **LOG IN**
   (using your University username (eg brzabc, mszabc) and your password)

2. Select ‘Employee Assistance Programme’ (EAP)

3. Click on the tile to go to the EAP website

The site also provides useful **webinars** and **articles** giving immediate personal support on a range of issues including mental health, stress and sleep.
1 in 3 people worry about their finances. In times of hardship it can be difficult to ask for help, here are some resources if you are struggling with your finances.

Access free, confidential help via our Employee Assistance Programme on the [employee hub](mailto:employee_hub) including budgeting help and adapting your finances. You can also contact them 24/7 on 0808 1682143.

The [Money Advice Service](https://www.moneysavingexpert.com) gives free impartial money advice, including access to a free money health check. They have set up a [guide](https://www.moneysavingexpert.com) to help you manage your money during COVID-19.

[Stepchange](https://www.stepchange.org) are a debt charity offering free debt advice and also have guides specific to help during COVID-19.
Exercise to boost your wellbeing

UoN Sport have launched a **health and wellbeing portal** providing staff, students and the local community access to health and wellbeing guidance and workouts to help you stay fit and healthy from your home. This will be updated regularly with new activities over the coming weeks.

Access **FREE workouts from home** including:
- Les Mills workouts
- Shreddy home workouts
- Workouts with UoN Sport fitness team and;
- Access to a life fitness digital coach

Try our **weekly fitness challenges** and join our #Wednesday Workout LIVE!
Our **leadership toolkit** provides useful resources to help you **manage change**.

This **line manager guide** will help you to spot signs of potential mental health issues and provides tips on having conversations with your team.

You can support **pregnant staff** or those with a **pre-existing health condition** or **disability**:

- Ask them to guide you on what support and adjustments they need
- Reassure the whole team that you are there to support them with any adjustments
- Encourage open conversations and information sharing

For more information or advice, please contact [hr@nottingham.ac.uk](mailto:hr@nottingham.ac.uk)
Our policies

All policies and procedures are available to staff and managers via the HR Webpages.

The most relevant ones around wellbeing, leave and flexible working are listed below:

- **Sickness absence policy**
- **Flexible working policy**
- **Special leave policy**
- **Psychological wellbeing and the avoidance of stress management policy**

**Guides and support**

If you require clarification on a policy or procedure or can’t find what you’re looking for then please contact:

**Hr@nottingham.ac.uk**
0115 748 4800
Sources of support

Review our University web pages for the latest news, advice and updates on Covid-19 and FAQ’s.

Access our HR policies.

Access our employee assistance programme online or call 0808 168 2143 to get advice, support and confidential counselling 24/7.

For case specific advice and guidance email Hr@nottingham.ac.uk or call 0115 748 4800.

We recognise that managers and leaders are employees too and would encourage you to apply the same principles and care to your own health and wellbeing as you do to your team. Our HR team is here to support you on a confidential case by case basis.