kalasangam

STRESS AT WORK POLICY

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Policy

Kala Sangam recognises that its employees are its most important asset and is committed to providing the support and assistance necessary to enable its employees to undertake their duties in an environment that is as stress-free as possible.

Kala Sangam's aim is to ensure employees' health and safety at work, and that they are not subjected to excessive workloads, onerous working practices or a detrimental work environment. Employees who have high stress levels are more likely to work inefficiently, behave erratically, have low morale and be absent from work. Performance will then suffer.

Kala Sangam is committed to carrying out a stress audit on all aspects of its business to ensure that, so far as reasonably practicable, it does not expose any employees to unnecessarily high stress levels in its work practices and work environment. This audit will be reviewed on a periodic basis.

As part of this commitment, Kala Sangam will:

- Determine if stress in the workplace is a problem, by seeking employees' views where appropriate.
- Review job descriptions to identify any job duties that may involve stress.
- Identify all those employees who may be affected by work-related stress.
- Take steps to eliminate or to reduce work-related stress to as low a level as reasonably practicable; for example, by changing working practices and procedures or workplace conditions, providing information and training and improving communication in the workplace.
- Ensure that the Kala Sangam Grievance and Disciplinary procedures are satisfactory and are communicated to all employees.
- Ensure that arrangements are in place for employees to report work-related stress to their line managers, that line managers are trained to identify the symptoms of stress, and that support is provided to employees who are suffering from stress at work.
- Encourage employees to inform their line managers of any stress-related issues or problems (see below).
- Ensure that, where a work-related stress report is made, the underlying causes and actions to remove or otherwise deal with these causes are identified.
- Ensure that the arrangements for reducing or eliminating work-related stress are monitored and reviewed for their effectiveness.

Kala Sangam is committed to providing a support system to help minimise and alleviate stress in the workplace, and to deal constructively and sympathetically with stress. Stress will not be treated as a sign of weakness. If you feel that your work performance or your health is suffering because of excessive pressure or stress-related matters, whether those matters are occurring outside the workplace or within the work environment, you should first raise this with your line manager.

Your line manager will arrange a meeting with you to discuss the matter with a view to taking the appropriate steps to remove the cause of the stress or to assist you to deal with it. This may include evaluating the amount and complexity of your workload, your work environment and/or referring the matter to a more senior manager who may be in a better position to provide guidance and to take the appropriate steps to assist.