

DID YOU KNOW?

Flexible working provides tangible benefits—68 per cent of more than 16,000 respondents to a January 2012 Regus survey declared that flexible working led to the generation of increased revenue. Take a look at this opportunity—it might make your employees happier and your business more profitable.

JULY 2014

What Can A Workplace Wellness Programme Do For You?

Workplace wellness programmes benefit your organisation—and its finances—in many ways. They have the potential to boost productivity, decrease absenteeism and raise employee morale.

Because employees spend a large portion of their waking hours at work, the workplace is the perfect setting to address health and wellness issues, enhancing your employees' personal and professional lives.

'Workplace wellness' refers to the educational resources and health programmes—such as health education classes, subsidised use of fitness facilities and internal policies that promote healthy behaviour—that a worksite may offer to promote healthy lifestyles.

Wellness programmes boost productivity because healthier employees are more productive. Even when sick or unhealthy

employees show up to work, they are likely not operating at their best. Similarly, wellness programmes decrease absenteeism—healthier employees have fewer sick days and less time away from work. Wellness programmes also express a commitment to your employees' health, which improves morale and strengthens retention.

To learn more about workplace wellness programmes and their innumerable benefits, contact the insurance professionals at Crendon Insurance Brokers Ltd today.



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Is Bullying an Issue in Your Workplace?

Bullying can be poisonous to a business' morale—and its bottom line. Studies estimate that bullying can cost UK employers more than £2 billion a year, according to the Chartered Institute of Personnel and Development (CIPD).

Businesses cannot afford to ignore the effects of bullying, which include abysmal morale and employee relations, loss of respect for managers and supervisors, poor performance, dragging productivity, frequent absences, resignations and a tarnished company reputation.

The difficulty of dealing with bullying lies in its elusive nature—it is easy to spot, but bullies' motives often remain unclear and are sometimes personal.

Examples of bullying and harassment include:

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Employee Flexible Working Rights Extended

On 30 June 2014 the Flexible Working Regulations 2014 came into force, expanding flexible working rights for employees in England, Scotland and Wales. The new regulations extend the right to request flexible working to all employees, not just those who have parental or caring responsibilities. Employers must consider all requests in a reasonable manner, but they can refuse flexible working requests based on business grounds.

'Flexible working' refers to many different types of working options—such as hours, times and places of work—including the following:

- **Flexi-time:** Working a standard core time, but varying the start and finish times within agreed limits
- **Compressed hours:** Working the total number of contracted weekly hours in fewer working days by working longer individual days
- **Job-sharing:** Working part time and sharing responsibilities of a full-time position with another employee
- **Term-time working:** Working a schedule that follows the school term
- **Tele/home-working:** Working all or part of contracted hours from home

Previously, only employees with children under 17 (or 18 if disabled) or who care for an adult had a statutory right to request flexible working. Now, all employees who have been continuously employed by the same employer for at least 26 weeks are entitled to apply for flexible working.

An employee's application must be in writing and declare that it is a statutory request for flexible working. It also needs to specify what kind of flexible working the employee is applying for, when the new arrangement would become effective, whether the employee has previously made any such request, and what effect the change will have on the employee.

As a business owner or manager, the appeal of granting flexible working may not be immediately clear, but flexible working can benefit both businesses and employees. Flexible working increases staff members' commitment and loyalty, thus allowing businesses to recruit and retain skilled workers. This translates to higher productivity and profitability. Employees feel more fulfilled with flexible working since it allows them to strike a better balance between their personal responsibilities and their work lives.

Contact Crendon Insurance Brokers Ltd for more information on workplace strategies that retain your top talent.

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- Spreading malicious rumours
- Ridiculing or demeaning someone
- Exclusion or victimisation
- Unfair treatment
- Overbearing supervision
- Unwelcome sexual advances
- Making threats or comments about job security
- Deliberately undermining a competent co-worker
- Preventing individuals from getting promotions or other benefits

Bullying and harassment are not just face-to-face. They can happen over the phone, in email and in other communications. One instance of bullying has the potential to snowball into a much greater problem, which is why it is best to end it immediately.

Start by implementing a formal 'no-bullying' policy. Next, encourage everyone, especially management, to set a good example. Ensure that if bullying is discovered, your policy provides fair procedures for dealing with complaints. Broadcast this information—along with a set of standards for appropriate behaviour—to the entire company. Assure employees that any complaints of bullying will be handled sensitively and confidentially.