



HEALTH ATTENDANCE POLICY

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Haines Business Systems Ltd

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Introduction

The company is committed to the promotion of a healthy working environment, and to the general health and welfare of all our employees. We will do all that we can to help you to feel fit and well whilst you are at work, so that you can enjoy the time you spend there. It is a core belief that a team of employees who are enthusiastic and who enjoy their work contribute more effectively to the overall health and wellbeing of the business. This policy should be read in conjunction with the sickness absence policy.

This policy is designed to form part of a suite of policies promoting good health in the workplace. The information contained in this policy explains the company's approach to managing sickness absence for both short-term and long-term sickness amongst its employees. It explains the actions you must take if you are unable to attend work due to sickness.

You are required to attend work every day in accordance with your terms and conditions of employment, at the times set out in your job plan. However, we recognise that, from time to time, you become unwell and be unable to attend work. The period of your absence will vary according to your illness or condition. We are committed to giving you reasonable time to recover.

The procedures detailed in this policy are contractual and form part of your employment agreement with this company.

Managing Absence

The company operates in a highly competitive environment and there are many pressures on us to meet the demands of our customers. We all need to be conscious that regular short-term absences can present a real problem for the company, our customers and for colleagues who may have to provide cover, whilst maintaining their own workload. If you have taken regular short-term absences due to sickness, your manager will ask to discuss the situation with you, and will make you aware of the impact your absence is having on the business.

Your manager will also talk with you if you have an extended