



Turtle Dove Cambridge Community Interest Company

Wellbeing Policy

Reviewed: May 2025

Review due: May 2026

Aim

This policy aims to ensure the provision of a working environment that supports the wellbeing of everyone in the organisation.

The organisation understands wellbeing at work as the state of feeling comfortable in one's working environment, both physically and mentally, and aims at supporting both these aspects through its provision.

The organisation has a variety of roles that differ from one another in terms of number of hours worked, main working environment, amount of travel required and need for weekend work. The policy refers to all employees, whilst recognising that some parts may apply to specific roles to different extents.

Support available

Working practices

- The organisation aims at ensuring that everyone is comfortable with their role's key duties and responsibilities.
- Every employee will be made to feel welcome, given chances to properly understand the requirements of their position and appropriately trained.
- Employees will have regular check-ins with their line manager where they can express any concern.
- In the event that an employee wants to make a complaint, they can reach out to the Managing Director about it, or if that does not seem appropriate, to the board of Directors and specifically the Complaints Officer via directors@turtledovecambridge.com.

Emotional support and safety

- The organisation recognises that the work it does may have an emotional impact, and as such it aims to support its employees through debriefing sessions and individual support if needed.
- Employees are encouraged to share any concerns they might have, when running events or otherwise, to ensure the wellbeing of everyone involved in the organisation is maintained as a priority.
- In the event of a concern about safeguarding, our formal procedure is detailed in the safeguarding policy that is available for all employees to consult.
- The organisation aims to provide a support network in which it is safe to express feelings.

- During events or otherwise, safety must be the primary concern of the employees.
- Any safeguarding concern must be dealt with in accordance with our safeguarding procedure, that is available for all employees to consult.
- In the event that an employee feels bullied/harassed please refer to our Bullying and Harassment Policy.

Working hours

- The organisation aims at providing employees with regular working hours, but recognises that this may not always be possible.
- Every role is contracted to a specific number of working hours and days or hours off. Time in lieu must be taken at the earliest possible occasion if the number of hours worked are in excess of those contracted.
- In the event of weekend work, time in lieu should also be taken.
- It is possible to adopt flexible working practices if it fits with the role and the commitments it requires. For example, it is possible to work from home or to adapt start and end time to facilitate other commitments or to accommodate travel.
- Whilst working on events, scheduled breaks must be maintained.
- The number of scheduled breaks can also be increased if needed and if discussed with the event leader.
- The organisation wants to foster and facilitate healthy work-life balances, and is open to welcoming feedback and proposals on the matter.
- The organisation recognises that the points detailed above might not be exhaustive, and any concerns about working hours should be discussed with a line manager as needed.

Office environment

- The organisation recognises that office environments can impact on wellbeing.
- If you have specific needs from the office environment that are not being met, you should discuss them with your line manager, and the organisation endeavours to take all requests with the appropriate degree of consideration.