liketechnologies
LIMITED

OCCUPATIONAL HEALTH POLICY STATEMENT

Occupational health is a shared responsibility. Like Technologies Limited, a provider of electronic design and repair services, control system support, software development and obsolescence management solutions for industry, is responsible for the health and safety of its employees. Employees also have a responsibility to look after their own health and safety, and that of all persons affected by activities.

Occupational health includes:

- The effect of work on health, whether through sudden injury or through long-term exposure to agents with concealed effects on health
- The prevention of occupational disease through methods which include health surveillance, ergonomics and effective management systems
- The effect of health on work, bearing in mind that good occupational health practice should address the fitness of the task for the employee, not the fitness of the employee for the task alone
- Rehabilitation and recovery programmes
- Helping the disabled to secure and retain work
- Managing work-related aspects of illness with potentially multi-factorial causes and helping employees to make informed choices regarding lifestyle issues

Like Technologies are striving to:

- Build a better work environment
- Ensure and demonstrate that every reasonable effort has been made towards secure employment including improving working practices for the prevention of harm and the encouragement of rehabilitation and retention
- Focus on the quality of the working environment covering welfare, occupational and wider health issues, job satisfaction, and workplace safety
- Work openly and transparently with genuine and timely consultation with all relevant parties to develop solutions to problems
- Ensure joint communication on occupational health issues
- Monitor the management of health surveillance and sickness absence
- Handle all individual cases with sympathy and understanding

Medical confidentiality
Medical records are held in locked cabinets. Only nominated key holders (the Company HR representatives) are authorised to access the cabinets. Unauthorised access to cabinets and/or records will result in disciplinary action.

Absence Management
The purpose of absence management and rehabilitation is to:
- Demonstrate commitment to employees health, safety and welfare
- Monitor and manage sickness absence in a fair and equitable way
- Take positive action to improve attendance
- Reduce levels of sickness
- Minimise the incidence of ill-health retirement

Everyone has a responsibility to ensure high levels of attendance. Specifically, these responsibilities are:

Employees should:
• report any absence from work to their manager/supervisor in accordance with Like Technologies Sickness Absence Reporting procedure. (See company handbook.)

Managers/Supervisors should:
- Take prime responsibility for absence management
- Maintain contact with absent employees
- Ensure that new employees are informed of Like Technologies' sickness absence reporting procedure and that all employees follow this agreed procedure
- Ensure that all absences are recorded and that accurate attendance/non-attendance records are maintained
- Refer to HR who will conduct a return to work interview on the employee's return to work, to discuss reasons for the absence, and, where necessary arrange a health assessment to identify the need for any work restrictions etc.
- Identify any occupational causes of ill health, and trigger action to improve the situation
- Ensure that employees receive sympathetic counselling/advice where appropriate
- Where necessary, ensure that employees receive positive encouragement to improve attendance and to take suitable action where other measures have failed

This policy was endorsed by the Managing Director of Like Technologies Limited on the 19th January 2021 and will be communicated throughout the company and to all interested parties. It will be reviewed regularly and updated as required.

Signed

Kate Houlden

Position   Managing Director

Date   10/01/2022