**Employee Health & Well-Being Policy**

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| **Entity:**BPTP INTERNATIONAL TRADE CENTRE LIMITED | **Section:** SOCIAL POLICY | **Version:** V2 | **Effective Date:** 01.05.2023 |
| **Subject:** EMPLOYEE HEALTH & WELL-BEING |
| **Policy Owner:**C-HRO | **Review Date:**01.07.2024 | **Pages:** 1 |

**APPLICABILITY:** It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

**PURPOSE:** The purpose of employee health and well-being is to ensure that the employees are physically and mentally fit to perform their roles effectively. When employees are healthy and well, they tend to be more productive, motivated, and engaged in their work. It also helps in reducing absenteeism, turnover, and workplace stress. By prioritizing the health and well-being of their employees, BPTP can create a positive work environment and foster a culture of care and support. It's all about taking care of the people who make the company thrive.

**POLICY OUTLINE:** Employee health and well-being refers to the physical, mental, and emotional state of employees in the workplace. It involves creating an environment that supports and promotes good health, both physically and mentally. This includes providing resources and programs that focus on physical fitness, stress management, work-life balance, mental health support, and overall wellness. It's important to take care of ourselves and our colleagues.

To support this policy, BPTP will:

* Provide access to fitness facilities, gym memberships, or organize fitness classes/activities. Encourage regular exercise and healthy lifestyle choices.
* Offer counselling services, stress management workshops, and resources for employees. Promote a supportive and inclusive work environment.
* Provide flexible work arrangements to accommodate personal commitments. Encourage employees to take regular breaks and vacations.
* Arrange regular health check-ups and screenings for employees. Promote preventive care and awareness of health-related issues.
* Ensure comfortable and ergonomic workstations to minimize physical strain. Provide training on proper posture and ergonomics.
* Offer healthy food options in cafeterias or provide nutrition workshops. Encourage employees to make nutritious choices.
* Organize team-building activities, wellness challenges, and social events. Foster a sense of camaraderie and community among employees.

**RESPONSIBILITY:** Everybody involved in our endeavors to manage and oversee Employee Health & well-being policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

**AMENDMENTS:** This policy is subject to any changes in the applicable laws, rules and regulations by the management.