

December 2021

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Festive work get togethers

With party season fast-approaching, it may be advisable to remind your team of expectations whilst at work-organised events.

Whilst it's great to get the team together to socialise and finish the year on a high, boundaries can become blurred – especially if there's alcohol involved!

Even if the get together is planned off-site and outside working hours, the conduct of employees is still considered to be done "in the course of employment" from a legal perspective.

We thought we would share some top tips to try to prevent any mishaps during festive work get togethers:

- Ensure everyone receives an invite – do not make any assumptions about who is likely or unlikely to come.
- Cater for people's needs e.g. dietary requirements, wheelchair access, choice of activity/entertainment etc.
- If you don't have a specific policy relating to employee behaviour during work events, we advise sending out a memo beforehand – even if you do have a specific policy, we still advise a reminder memo! In the memo, clearly set out what is expected of people, explain that incidences of misconduct will result in disciplinary action and remind people to be mindful of other relevant policies such as bullying and harassment, and social media.
- Remind the team about the drug and alcohol policy, and ask people to be mindful of the amount of alcohol they consume at the event.
- Ask everyone to make arrangements for getting to and from the event. Remind the team that drink driving is illegal and will not be tolerated by the company.
- Let your team know that you want them to have fun, but you also want them to stay safe and for everyone to have a good time

We have put together a simple reminder memo that could be used to send out to your team.

Please email Lianne if you would like a copy
lianne.morris@apexhr.co.uk



Leading People webinar Tuesday 14th December @ 4pm

At Apex we are here to support you and your team. Often business owners and managers find themselves sandwiched between a rock and a hard place when it comes to managing or leading staff. Good intentions on their own sadly do not create a genuinely intergrated and focused team.

Sometimes staff are promoted to management positions but don't have the knowledge and skills they need to lead a team. This can cause disappointment all round, poor performance, retention and ultimately impact on the companies bottom line.

There is always more to learn and skills can always be improved and developed. We are hosting and sharing a free 90 minute workshop webinar in cooperation with Eric Lynn.

The focus will be on leading people constructively, working on the quality of relationship while keeping the business front and centre.

Clearly there is a limit as to what can be achieved in 90 minutes but it's a great start and might just be an injection of fresh thinking that could lead to really positive things.

We like opportunities to share time with good and interesting people and would love you to join us.

If you've got any questions just give us a call or pop an email over.

Here is the link to register

<https://www.eventbrite.co.uk/e/leading-people--tickets-195756130857?aff=esli&utm-campaign=social&utm-content=attendeeshare&utm-medium=discovery&utm-source=li&utm-term=listing>



Top tips on supporting staff during festive periods

As companies move closer to the end of the year and many organisations close for the festive periods, this can be a stressful time for their team members.

Individuals may feel somewhat stressed or overwhelmed with trying to meet end of year deadlines, complete work before they go on festive leave and many other reasons. This tends to be displayed in a dip in their performance or appear behaviourally or physically.

It is important for their leaders to identify any changes in their people, to ensure they are supported. Leaders can also take a proactive approach and implement supportive measures to avoid the stress of their teams, after all festivities should be a time to be enjoyed.

Some tips on how leaders can support their teams:

- Be open and encourage team members to talk about how they are feeling, offer preventative suggestions to reduce any stress or feelings of being overwhelmed.
- Listen to individuals- ensure they feel safe and are able to openly discuss how they are feeling without judgment. Offer suggestions on how to help them in their work if they are struggling.
- Sign post some external help lines or support sources for people to reach out to. This may include mental health charities; substance use support lines; debt helplines; or the organisations independent Employer Assisted Programme (EAP).

People are an important part of any organisation, and if employers look after their people, their people will remember how they were made to feel, in times of need.

We are keen to ensure people in times of need get the help they may require, therefore we are happy to supply some helplines below that may be of use for you to sign post to your team members.

For immediate help

www.giveushout.org – you can text 'Shout' to 85258 for immediate help 24 hours 7 days a week

www.samaritans.org – call free on 116 123 for immediate help day or night

Debt and money - Citizens Advice - advice on managing debt or money worries

Addiction Helpline for drug and alcohol abuse. UK based Helpline. - advice and help for alcohol, drug or gambling addictions – telephone 24 hours a day 07811 606 606

Other services you may want to consider for long term help and support are:

www.kooth.com – Kooth is an online resource that can be accessed anonymously to communicate with trained counsellors

www.devonmind.com – help to manage your mental health

Apex HR also have a section on their website where you can access some links for ongoing health and wellbeing support. <https://www.apexhr.co.uk/for-you>

Something funny we thought we'd share with you...

An employee called in sick because he ate **cat food instead of tuna** and was deathly ill.

We've heard some strange excuses, but this made us laugh!

We would love to hear your favourite excuses you've heard or used!

Team Apex would like to wish everyone a happy and healthy end to the year and we look forward to working with you in 2022.

