

# Be Well

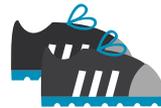
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## YOUR GUIDE TO WELLBEING



TAKE NOTICE

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BE HEALTHY

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GIVE BACK

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STAY  
CONNECTED

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KEEP LEARNING

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# MESSAGE FROM OUR CHIEF EXECUTIVE

For decades, health and safety has been a key priority of our industry and, at Galliford Try, we have taken that commitment forward with our 'Be Well' programme.

Be Well goes beyond what keeps you physically fit and places emphasis on your emotional, psychological, and social wellness, because a healthy and happy workforce is a productive one.

Our approach is based on five key areas: take notice; be healthy; give back; stay connected and keep learning. It is supported by our partnership with Mates in Mind, which addresses mental health and stigma in the workplace through industry specific programmes.

Within this booklet, we outline some of the have many tools at your disposal that can help you to make better choices. It incorporates different levels of support including a comprehensive employee assistance programme, online health check tools and advice lines, along with general guides on how to structure our working lives better to increase productivity and reduce stress.

I encourage you to use these tools to take your wellbeing into your own hands and make positive life choices at work and beyond.

**#bewell**  
**Bill Hocking,**  
**Chief Executive.**

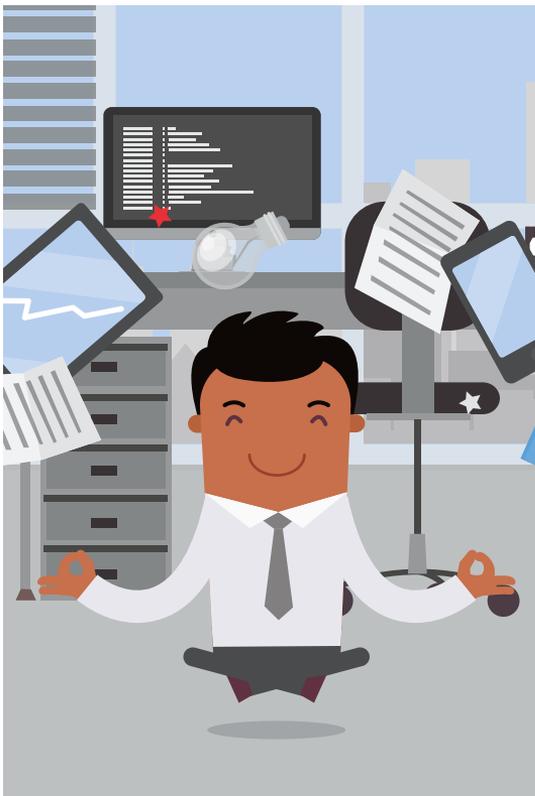


# TAKE NOTICE BE MINDFUL

Mindfulness, or taking notice, means being more aware of the 'here and now', your thoughts, feelings, body and the world around you. Being mindful can reduce stress, anxiety and depression.

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Too often, we do not stop to appreciate the world around us. Mindfulness means becoming more aware of the present moment and 'paying attention on purpose'. This allows you to take notice of things you may have previously taken for granted.



## WHAT YOU CAN DO

- **Notice the everyday** - switch off from autopilot and notice things around you. Feel the air as you walk, taste the food you eat, listen to the sounds around you. Focus and comment on the good.
- **Keep it regular** - set aside some time every day to be mindful. It could be a walk at lunchtime or 10 minutes to yourself before you go to bed.



- **Try something new** - this could be something small, like sitting in a different place when you have lunch. It will allow you to see things in a different way.
- **Watch your thoughts** - acknowledge your thoughts without acting on them. Develop an awareness of the thoughts you encounter by naming them.
- **Free yourself** - live in the moment by not contemplating past or future problems.
- **Watch** the Supply Chain Sustainability School's video about Mental Health & Wellbeing on [Galileo > Group Services > Sustainability > Sustainability Toolbox Talks](#).



## Get 'Headspace'

Download the app to introduce and support daily mindfulness practice.

# WHAT MANAGERS CAN DO

## Mates in Mind

Galliford Try is a Supporting Partner of Mates in Mind, a charity that promotes awareness of mental ill health specifically within our industry.



The following training modules are available:

- ➔ **Module 1: Mental Health Awareness**  
Introduction to 'start the conversation' (45-minute session).
- ➔ **Module 2: Mental Health Awareness for Managers** (3.5-hour session). This mental health awareness course helps individuals better understand and support issues surrounding mental health.
- ➔ **Module 3: Mental Health First Aid** (two-days) & Mates in Mind Workplace Champions. In the same way as we learn physical first aid, Mental Health First Aid teaches you how to identify, understand and help a person who may be developing a mental health issue.

Make your teams aware of this training and give them the time and support to attend the courses. For more information, contact your training co-ordinator or HR representative.

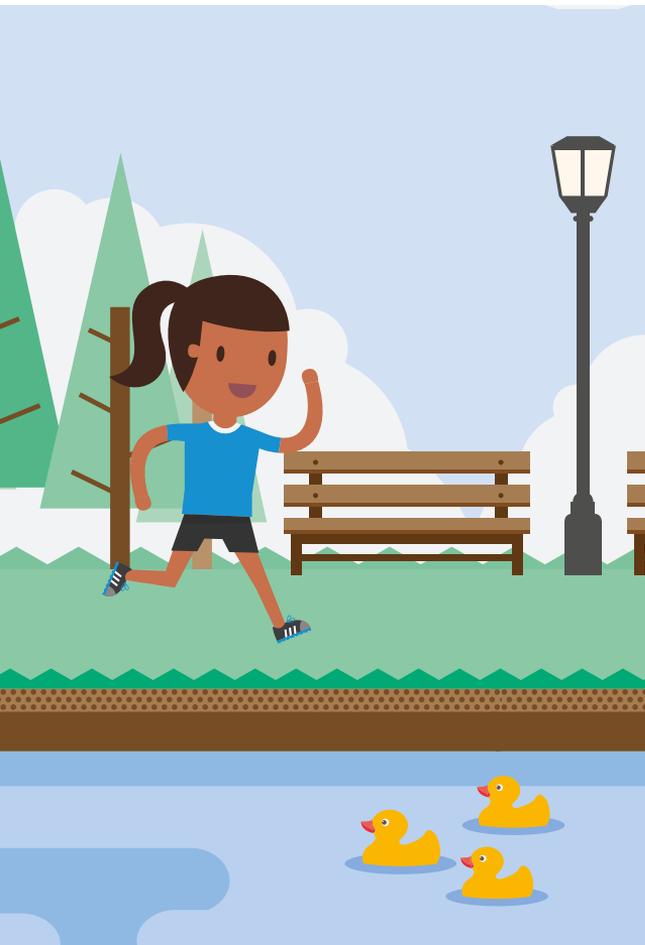
## Learn more

Visit: [Galileo > Group Services > HS&E > Mates in Mind](#).

# BE HEALTHY

Exercising is not only good for you physically, it makes you feel good, releases positive, feel-good chemicals called endorphins and is believed to improve mental wellbeing.

Physical health can be improved by keeping fit, eating well, having adequate levels of sleep and managing stress. The easiest way to become active is to do something you enjoy. You don't have to spend hours at the gym, you can go for a walk, take a swim or dance around your living room. Find physical activities you enjoy that can also be fitted into your daily regime.



## WHAT YOU CAN DO



### 1. Download BUPA Boost

Bupa Boost is a health and wellbeing app available for all our employees. You can use it to:

- Set yourself health goals.
- Earn wellness points.
- Compete in activity challenges with colleagues and friends.
- Have fun working towards a healthier you.

The app connects with fitness devices including Fitbit, Jawbone, Apple Watch and Garmin (see page 08 for corporate discounts).

**HOW TO GET IT:** search 'Bupa Boost' in your phone / tablet App Store, install it and enter our company pin: **GTapp16**. (Note: the app is not currently available on Windows smart phones.)

**COMING SOON:** watch out for corporate challenges or contact your HR representative to set up your own Business Unit or team challenges.

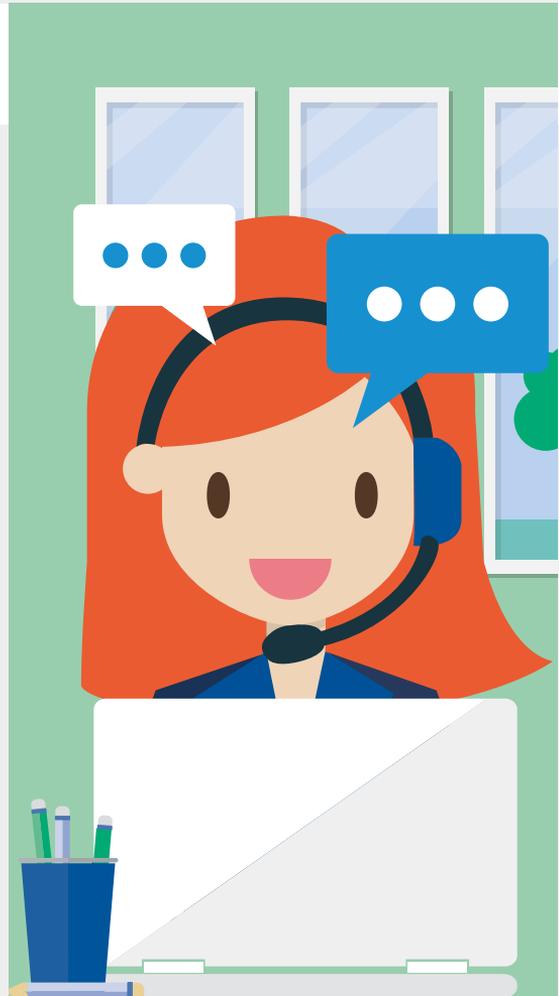
## 2. Carry out the BUPA online health check

All employees have access to a free online health check which will help you to make small changes leading to big results. This includes:

- A personalised report advising how you can lower your chances of developing conditions like heart disease and diabetes.
- Tips on how to improve lifestyle issues such as diet, fitness and stress.
- Recommendations and goals you can set using the BUPA Boost App.
- Online coaching programmes and tailored meal and activity plans.

It's a confidential tool and takes just eight minutes to complete.

**WHERE TO FIND IT:** [Galileo > HS&E > Wellbeing > Online health check.](#)



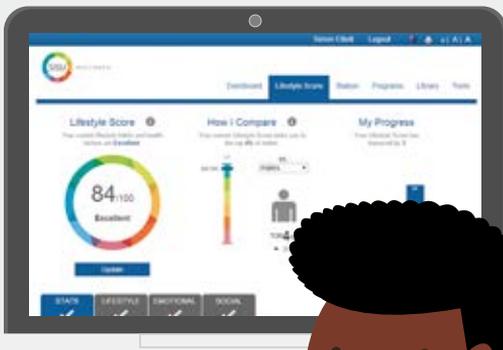
## 3. Benefit from BUPA access without a GP referral

For conditions such as muscle, bone and joint problems; breast and bowel cancer symptoms; mental health concerns or cataracts support, BUPA members can contact BUPA directly, without first seeing their GP, and a clinical team will quickly complete the referral process.

### **DIRECT ACCESS LINE FOR MEMBERS:**

0345 603 1986.

Please have your membership number ready when you call. See page 15 for the general BUPA healthline.



## 4. Get a great gym discount

### **F** Fitness First

Get a discount on a Fitness First gym membership plus other activities that link to fitness, nutrition, mindfulness and relaxation by using BUPA Boostwell rewards. For more information, see: <https://www.xexec.com/bupabooost/>. We are also working on offering discounts to other gyms too. For the latest information, visit: [Galileo > Group Services > HS&E > Wellbeing > Be Healthy](#).



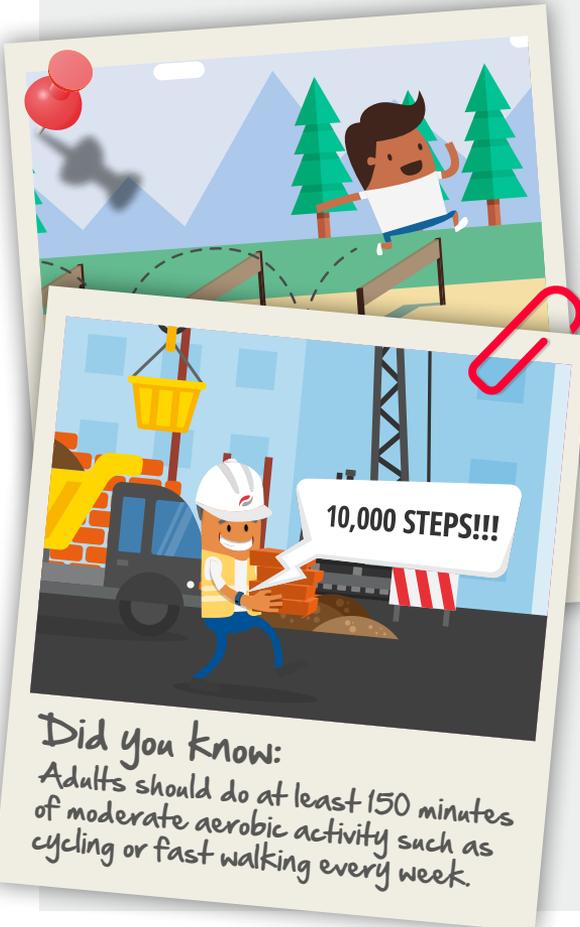
## 5. Get a discount on Fitbit products

You can obtain a discount of up to 22% on up to four Fitbits as part of an exclusive deal with BUPA.

Fitbits help you to track your activity, exercise, sleep, calories consumed, weight and more. You can also link your data in one place with Bupa Boost.

### HOW TO GET IT:

- Download Bupa Boost from your App Store. You'll need your company PIN **GTapp16** to log on. (Note: the app is not currently available on Windows smart phones.)
- Click 'Connect' on the home screen of Bupa Boost and choose 'Fitbit' to reveal the case-sensitive discount password.
- Visit [www.scan.co.uk/shops/bupa/fitbit-offers](http://www.scan.co.uk/shops/bupa/fitbit-offers) and enter the password provided in the Bupa Boost app to obtain your discount.



**Did you know:**  
Adults should do at least 150 minutes of moderate aerobic activity such as cycling or fast walking every week.

## 6. Spread the cost of a bike and get a discount with the Cycle to Work scheme

You can get a discount on a bike and its accessories worth up to £5,000 through our Cycle to Work scheme.

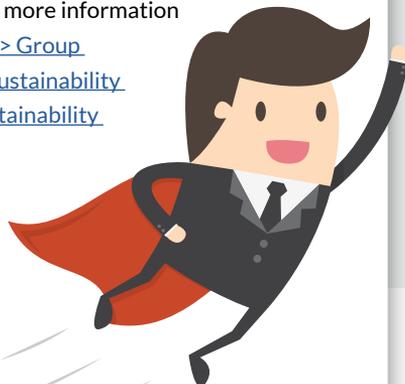
Through the scheme, you pay to 'hire' the bike or accessories through a monthly 'salary sacrifice' set-up over a 12-month period, therefore saving on tax and spreading the cost. You then have the option to purchase the bike when the scheme ends. Savings tend to be between 25% and 39% of the normal cost.

**LEARN MORE:** [Galileo > Group Services > HR > Employee benefits > Cycle to Work](#) scheme or go to <https://www.cyclescheme.co.uk/486a62>.

## Boost your energy

Healthy eating is key to living well. There is lots of advice on what to eat on the NHS 'Live well' website but remember that small things add up. You can help make changes to the food and drink available in your office by joining the Office Sustainability Scheme, which promotes wellbeing behaviours just like this. For more information

see: [Galileo > Group Services > Sustainability > Office Sustainability Scheme](#).



## WHAT MANAGERS CAN DO

### Occupational Health Screening

Our Occupational Health Service is provided by AXA PPP Healthcare. It covers new starter health assessment and ongoing management referrals where health concerns develop at work. Details are available on [Galileo > Group Services > HS&E > Wellbeing > Occupational Health](#).

### Know Your Numbers

You can hold a 'Know Your Numbers' event on your site or office at a small cost per head. The mini-medicals examine health indicators such as:

- ➔ Height, weight and BMI.
- ➔ Blood pressure and resting heart rate.
- ➔ Cholesterol and lung function testing.
- ➔ Diabetes screening.

**LEARN MORE:** [Galileo > Group Services > HS&E > Wellbeing > Wellbeing Resources](#).

### On Site Health Stations

You can rent On Site Health Stations to help you extend health-check monitoring to all site operatives in an accessible way.

Each kiosk measures key health indicators such as blood pressure and BMI (Body Mass Index). Individuals are then emailed their results.

### Health Surveillance

Statutory risk-based health surveillance such as noise/hand-arm vibration should continue alongside the above assessments.

**LEARN MORE:** [Galileo > Group Services > HS&E > Wellbeing > Health Surveillance](#).

# GIVE BACK

There are many ways to give something back; from the small such as making someone a cup of tea or helping them to carry something; to the big, for example, organising or participating in a charity event. Doing something for others can contribute hugely to our wellbeing.

Doing something for others will not only help someone else but it will also help you – it might push you outside your comfort zone, help you to learn something new, get you physically active or simply make you feel good about helping someone.

## WHAT YOU CAN DO



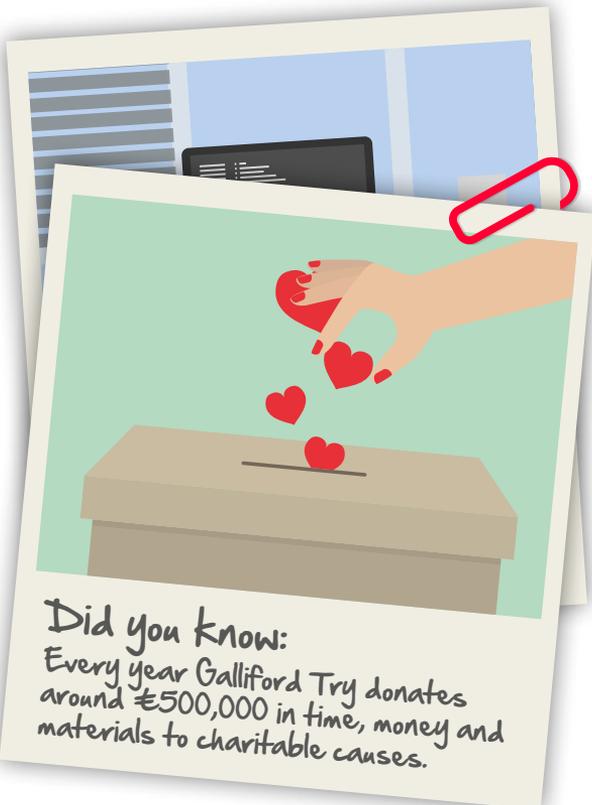
### 1. Volunteer

All employees are entitled to request up to two days of paid leave for volunteering each year.

To apply for volunteering leave, you need to:

- Submit your request through Oracle employee self-service in the same way you would book annual leave. Record the absence type as 'Special Leave Paid' and the reason for absence as 'Volunteering'.
- Add the following information in the notes box:
  - the nature of the volunteering activity; and
  - the benefits to the community, to the company and to you.
- The request will then be submitted to your line manager for approval. Once approved, you are good to go.

**LEARN MORE:** [Galileo](#) > [Group Services](#) > [HS&E](#) > [Wellbeing](#) > [Give Back](#).



**Did you know:**  
Every year Galliford Try donates around €500,000 in time, money and materials to charitable causes.

## 2. Support CRASH

We are proud to be patrons of CRASH, the charity that assists homeless and hospice charities with construction-related projects. We support them with an annual donation and you too can help by:



- Giving professional expertise to CRASH projects.
- Donating building materials.
- Fundraising by using your volunteering leave or otherwise.
- Supporting CRASH at industry events, exhibitions and awards evenings.

If you want to support, visit: <http://www.crash.org.uk>.

## 3. Create a better environment

Protecting and enhancing the environment is another way to give back to the community. For example, reducing waste and energy helps prevent climate change and the disastrous consequences it can have on people. You can also take part in the CIRIA Big Challenge and do something to enhance biodiversity in your office or site. It doesn't need to cost anything and can be as simple as choosing plants that attract butterflies or bees.

### FOR MORE INFORMATION SEE:

[Galileo > Group Services > HS&E > Documents > BIG Challenge Sustainability Case Studies.](#)



## WHAT MANAGERS CAN DO

### Open Doors

Throw your support behind Build UK's Open Doors event and invite the public and schools to your sites during Open Doors weekend, which takes place once or twice a year. Alternatively, give a talk at your local school or invite pupils to your site to learn more about what you do.

### Work experience

Work with the HR team and your local educational institutes to offer work experience opportunities.

### Office Sustainability Scheme

Sign up to the Office Sustainability Scheme, which rewards and recognises sustainable behaviours including wellbeing. It's a great way to incentivise a change in your team. See [Galileo > Group Services > Sustainability > Office Sustainability Scheme.](#)

### Teambuilding

Why not combine giving back to the community with teambuilding and plan an event that involves doing both with your staff?



# STAY CONNECTED

Building strong, stable relationships with friends, families and colleagues can boost wellbeing by making us feel happier and more secure, as well as by giving us a greater sense of purpose.

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Developing relationships with other people enriches your life. Think of these as the cornerstones of your life and invest time in developing them.

## WHAT YOU CAN DO

### 1. At home

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- Make the effort to stay in touch with friends and family. Use technology such as Skype to stay in touch in an efficient way.
- Ask someone to take part in an activity regularly with you. It could be anything you enjoy like going walking, running, cooking, taking part in DIY or gardening together.



- Volunteer somewhere.
- Set aside some time daily to stay connected with friends or your family.



- Take a break from the TV by doing something social instead. Perhaps join a club and introduce yourself to new people. Do a crossword with someone.



## Learn more

Visit: [Galileo > Group Services > IT > IT Training > Smart Working \(Office 365/VC/Yammer\)](#).



## WHAT MANAGERS CAN DO

### Team meetings

- ➔ Keep your team connected by maintaining regular contact with them. Set aside a time of day or week when you can connect and all contribute to a conversation.

### Use technology

- ➔ Set up a Yammer group for your team.
- ➔ Encourage your team to log on to Galileo to read about news from around the company.

### Set up team activities

- ➔ Encourage staff to take their tea or lunch breaks and use the time to talk to each other about things outside of work.
- ➔ Talk to your HR representative about setting up some teambuilding events.

### Assist your teams

- ➔ Managers can also have a role to play in making employees aware of the EAP and BUPA healthline referenced on the next pages.





## 2. At work

Log on to Galileo, Skype and Yammer to keep abreast of news from the Group and to maintain regular contact with people in similar roles and disciplines. Sharing insights and answers to issues you encounter could also help you feel less burdened.

In future, you will be able to see what events are taking place in your Business Unit on Galileo. Subscribe to your office pages so you can be involved.

## Be Supported with the AXA Employee Assistance Programme (EAP)

From time to time, everyone can feel like things are getting on top of them so it can be reassuring to know you have somewhere to turn when you need reliable information on everyday matters, as well as information and support with more serious problems. The EAP is a completely confidential and impartial service that you can use. Advantages include:

- **Unlimited 24/7, confidential telephone support** for psychological and medical issues.
- **Access to qualified counsellors** on every call – both for one-off or scheduled counselling, usually with the same counsellor.
- **E-counselling** with a live interface will soon be offered, providing a very accessible form of counselling, especially if the more traditional forms seem a little daunting.
- **Life management** – skilled consultants to help employees deal with everyday issues such as debt management, relationships and legal concerns.



- **Referrals for face-to-face counselling** – up to five guaranteed sessions per employee (per issue; per annum) via a network of 740 screened and vetted clinical specialists nationwide.
- **Eye Movement Desensitisation and Reprocessing** specifically for post-traumatic stress/childhood trauma.
- **Online Cognitive Behavioural Therapy** via 12 sessions called 'Beating the Blues'.

**BE SUPPORTED:** for round-the-clock assistance, call 0800 072 7 072 or visit [www.axabesupported.co.uk](http://www.axabesupported.co.uk). Quote your username: gallifordonline and password: supported.



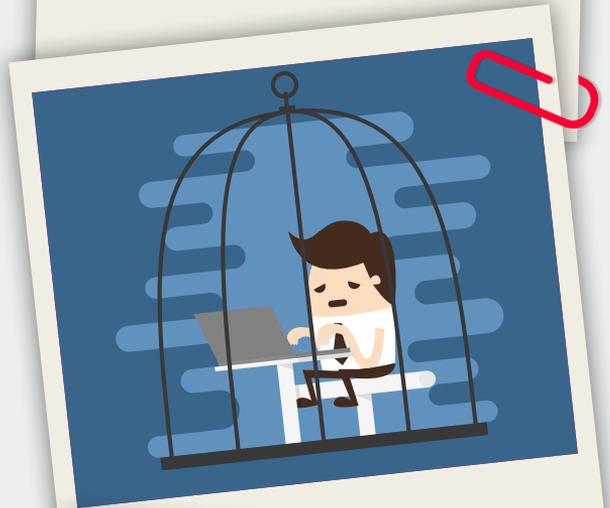
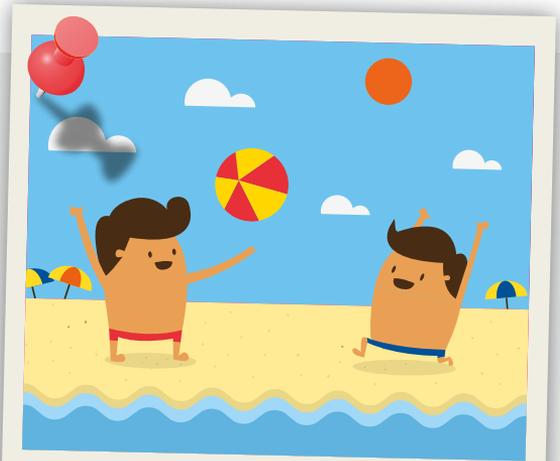
## BUPA Healthline

All employees and their families can also access the BUPA Healthline for free.

Call the Bupa Healthline on 0345 607 7777 for health advice and support. It's:

- 24/7.
- Staffed by trained nurses.
- Available to you and your family.
- Free and confidential.

The BUPA Helpline can also be accessed directly via the BUPA Boost app (page 07).

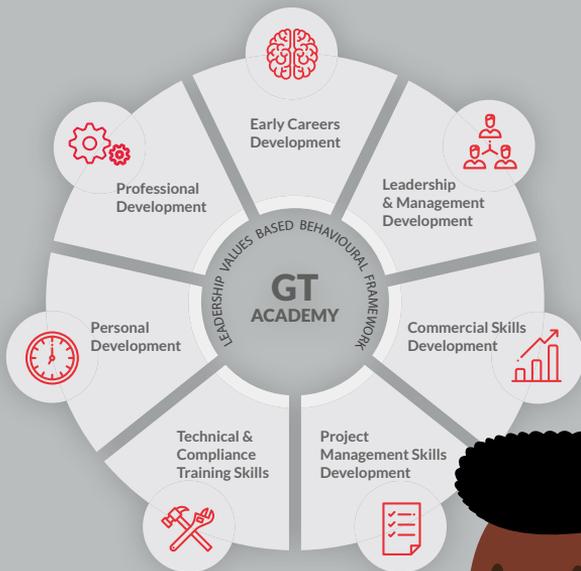


**Did you know:**  
The most significant difference between people with good mental health and poor mental health is social participation.

# KEEP LEARNING

Learning new skills at work or at home keeps our minds active and can give us a sense of wellbeing and achievement. At Galliford Try, there are lots of ways in which you can keep learning.

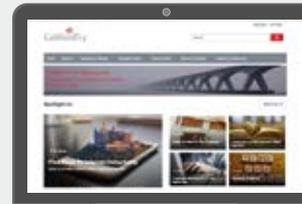
Learning doesn't have to be academic, it can take many shapes and forms. It could be learning a new skill, taking on a new task at home or at work or even learning a new game or language. Learning new things also helps you with social interaction by allowing you to open up conversations with different people; it builds your self-esteem and it gives you a sense of purpose. Continuing to learn new things has also been shown to help people deal with stress better.



## WHAT YOU CAN DO

### 1. Log on to the GT Academy

You can find a number of e-learning courses, resources and tools to support the development of personal and professional skills on the GT Academy. It offers guidance relating to leadership and strategy, managing people and professional memberships. There is also a Personal Effectiveness suite where you can take learning into your own hands and be inspired by tools and interactive videos, TED talks and short questionnaires. See: [Galileo > GT Academy](#).



### 2. Continuing Professional Development (CPD) & Professional Memberships

Depending on your role, you may have membership of a professional institution that you are required to maintain to widen your professional abilities and knowledge. You may be eligible for CPD opportunities through attendance at seminars and courses.

If you are a member of a recognised professional institution, you may be able to claim back the annual membership. Contact your line manager with details of your membership and renewal and pay the invoice following approval. Then submit an expense report in Oracle selecting 'Professional Fees' as the category.

To learn more, visit: [Galileo > Group Services > HR](#).

### 3. Performance and Development Review (PDR)

Take ownership of your personal development and go to your [PDR](#) prepared with ideas about what you could do over the next year. Think about your current role and what skills you need to do it better. Have a chat with your manager and own your own development.

### 4. Collaborate

There are lots of tools that you can use to share knowledge across the Group. Take a look at some of the groups on Yammer and join one where you can learn new things, or ask others for help and tips. Or, you could spend the day working with a colleague who shares the same role in another part of the business and begin to share ideas. It really works.

### 5. Financial wellbeing



Learn more about your pension with Galliford Try. Log on to [www.friendslife.community](http://www.friendslife.community) to access your pension details and pensions webinars. Friends Life is now AVIVA. See [Galileo > Group Services > HR > Employee Benefits](#) for more.

#### Learn more

Visit: [Galileo > Group Services > HS&E > Wellbeing > Keep Learning](#).

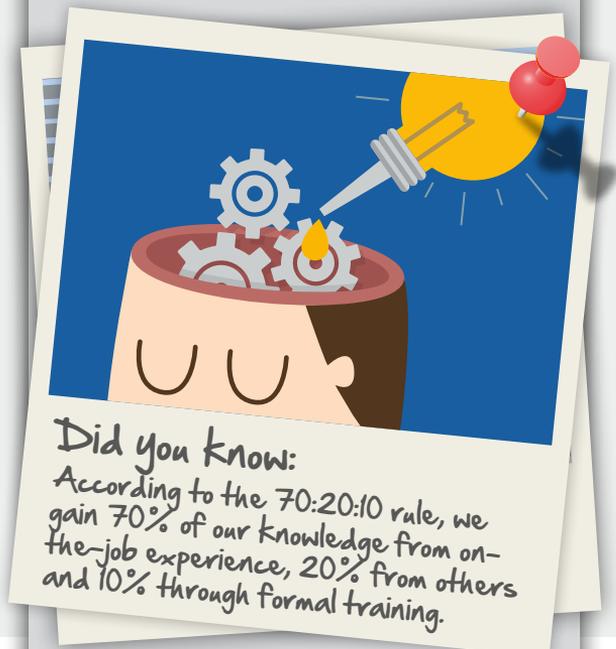
## WHAT MANAGERS CAN DO

### Compliance training

Ensure your employees have completed our mandatory e-learning modules which can be found on the [GT Academy](#) pages.

### PDR

Use the [PDR process](#) to review the performance of your team and develop their training plans. Training will need to be approved by your Business Unit director and then booked by your training co-ordinator. Please contact your [HR representative or your training co-ordinator](#) to arrange any training outside agreed training plans. You should also continue to have regular conversations with your teams about their professional, personal and career development. Encourage your team members to take ownership of their own development with your support.



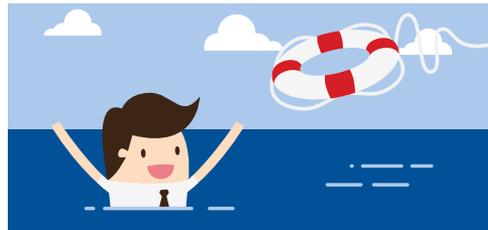
# BECOME PART OF OUR WELLBEING NETWORK

We all have a role to play in looking after our own wellbeing but we also have two specific roles available for people who want to do more:



## Wellbeing Champions

You may consider becoming a champion if you have an interest in wellbeing and are willing to share our communications on site and in offices; participate in the Wellbeing [Yammer](#) Group and take a role in promoting local Business Unit initiatives and sharing this good practice.



## Mental Health First Aiders

Throughout the business we hope to develop a number of in-house mental health trained 'first aiders' who can provide immediate support to those in crisis, signposting them to qualified counsellors, medical personnel or mental health support services and dealing with immediate needs.

Find out who your local wellbeing champions and mental health first aiders are by contacting your HR representative. If there aren't any already, nominate yourself for a role by emailing [wellbeing@gallifordtry.co.uk](mailto:wellbeing@gallifordtry.co.uk) or speak with your HR representative. If you only want to know what's out there, join our [Yammer](#) group for regular updates on wellbeing. For any queries, email: [wellbeing@gallifordtry.co.uk](mailto:wellbeing@gallifordtry.co.uk).

## Office Sustainability Scheme

The Office Sustainability Scheme is an award scheme that recognises sustainable behaviours in our offices. This also extends to making the office environment more supportive of wellbeing. If your local office isn't already participating in the scheme and you would like to take part, follow the instructions on [Galileo > Group Services > Sustainability > Office Sustainability Scheme](#).



# TOP TIPS FOR IMPROVING YOUR WELLBEING TODAY

- 1 Download BUPA Boost from your device's App Store and connect your wearable device.
- 2 Complete the Online Health Check Tool and consider setting your first goal towards better health.
- 3 Consider using the Employee Assistance Programme when you need support – it's not just for counselling.
- 4 The BUPA Healthline can help you with any health queries for you and your family – and you don't have to be unwell to get support.
- 5 Join the Wellbeing [Yammer](#) Group and take part in a conversation about health and wellbeing.
- 6 Access the Wellbeing Resources on Galileo to support local Business Unit initiatives.



## Visit our pages of Galileo

Check out what's going on and when through our wellbeing calendar. Go to [Galileo > Group Services > HS&E > Wellbeing](#).

## Contact us

If you want to know more about anything detailed in this booklet, email [wellbeing@gallifordtry.co.uk](mailto:wellbeing@gallifordtry.co.uk).

