

### 3.0 Rehabilitation Policy

Treating injured employees in a progressive, caring fashion makes commercial sense for our company.

It ensures compliance with relevant legislation, improves the possibility of swift return to normal working conditions, minimizes insurance claims and therefore helps control premiums, boosts workforce and helps individuals cope with his or her medical condition.

It does not require significant financial investment, intrude unduly on management time or lead to the disruption or established routines.

We recognise the importance of rehabilitation and intend to implement the following policy:

- To adopt a sympathetic and caring attitude throughout any period of disability. This relationship is the most crucial piece of the rehabilitation jigsaw;
- To maintain close contact with the employee and ensure they realise that they are valued and will not be abandoned;
- To keep the employee involved. To arrange regular contact visits and phone calls and try and arrange for the employee to attend the workplace as often as possible, during the recovery period. We will ensure the employee is involved and this will lead to opportunities to discuss plans to rehabilitate them;
- We will aim to return the employee to an active role, in the workplace, as soon as they first feel able. The company will consider "light" duties or look at opportunities to accommodate their capabilities by being more flexible. A return to work in capacity can be a tremendous morale booster and that is just as important as the physical recovery. If necessary medical advice will be sought;

We will make allowances during the recovery period. The employee may still be capable of contributing fully. However, some change in the process of modification of equipment maybe needed to achieve this.

Signed: 

Date: 1<sup>st</sup> July 2020

Mr. Bradley Rees, Managing Director