

## YourHR.space – Wellbeing Content

The wellbeing content on YourHR.space is designed to give employee information and access to a range of wellbeing topics. It includes some ‘wellbeing’ related HR policies (e.g. Statutory family friendly rights) as well as specific wellbeing topics.

### CONTENT SUMMARY:

| WELLBEING CONTENT  | WELLBEING | ASSOCIATED CONTENT   | WELLBEING |
|--|-----------|--|-----------|
| <b>Wellbeing Policies</b>                                      |           | <b>HR Policies</b>   |           |
| Wellbeing Policy   | ✓         | Equal Opportunities  | ✓         |
| Menopause Policy   | ✓         | Bullying and Harassment  | ✓         |
| Domestic Abuse Policy  | ✓         | Sexual Harassment  | ✓         |
| <b>Wellbeing Content</b>                                       |           | <a href="#">Equal Opportunities Video</a> - click to watch video | ✓         |
| Mental Health*   | ✓         | <b>Family Friendly Policies – Statutory Rights</b>               |           |
| Physical Health  | ✓         | Maternity  | ✓         |
| Financial Wellbeing  | ✓         | Adoption   | ✓         |
| Cancer and Work  | ✓         | Antenatal  | ✓         |
| Alcohol and Drug support                                       | ✓         | Shared Parental Leave  | ✓         |
| Working from Home Guidance                                     | ✓         | Parental Bereavement Leave                                       | ✓         |
| <b>Domestic Abuse Awareness</b>                                |           | Paternity Leave  | ✓         |
| <a href="#">Employee Awareness Video</a> - click to watch      | ✓         | Parental Leave   | ✓         |
| <a href="#">Managers Guidance Video</a> - click to watch video | ✓         | Time Off for Dependents  | ✓         |
| <a href="#">Business Leaders Video</a> - click to watch video  | ✓         | Carers Leave   | ✓         |
| Signposting  | ✓         | Flexible Working   | ✓         |
| Charter (DAAWN*)   | ✓         | (Family Friendly online Forms)                                   | ✓         |

All the content above will be included, unless you advise otherwise.

You can also add additional content and more functionality and make YourHR.space a **central reference and communication point**, see over....

## Additional Content

### Add Content About Benefits You Provide

This may include anything from pension, cycle to work scheme, salary sacrifice.

Or wider wellbeing such as any employee assistance programme or health care benefits.

### About Your Organisation

Include content like Vision & Mission and/or Company Values.

Provide information about your policies on sickness, bereavement and compassionate leave.

### Suggestions and Feedback

Provide online feedback and suggestion forms to allow ongoing feedback from employees.

These can be confidential or even anonymous to encourage feedback.

## Add Functionality

### Database & Holiday Management

Add our holiday management system for easy online applications and authorisation of holidays, with calculations and record keeping for more accurate holiday management and time saving.

Add our full employee database and keep employee records securely online. Use tools such as file notes, reminder calendars and notifications.

### Editable Pages and More Content

We can add editable pages for you so you can use the system for anything from internal vacancies or other non-HR content.

Non-HR content may include health and safety information or operational policies.

### HR Policies and HR Audit

We can provide you with a suite of HR policies / an employee handbook that can be presented on the site. We will also keep these up to date when there are changes in employment law (ask about our Professional version of YourHR.space).

The HR Audit tool can help you monitor key HR information from contracts of employment to right to work, with the ability to add your own audit questions.