

# Be Well

Taking care of our wellbeing



GallifordTry

Scan with your phone camera to learn more about Be Well



# Message from our CEO

A career in construction, while immensely rewarding, comes with unique pressures. We manage tight contracts, long hours and sometimes spend long periods away from home. This can put pressure on wellbeing, and, as a people-orientated business, your wellbeing is of vital importance to us.

We have refreshed our Be Well programme to ensure you are supported, and to help you to take proactive steps to maintain good wellbeing.

This booklet is organised into sections that cover emotional, physical, social and financial wellbeing, with tips for you, guidance for managers, and resources, tools and helplines for each area.

I encourage you to take a look at the tools that are available and look after yourselves, your teams and colleagues. Seek help if you or anyone you know is struggling using the contacts listed in this booklet, including our Mental Health First Aiders and Wellbeing Network (page 47).

**Bill Hocking, Chief Executive.**





# Emotional wellbeing

Emotional wellbeing refers to how well we can recognise, accept and manage our emotions, moods and feelings to cope with challenges throughout life.

Emotional wellbeing can affect how well we can function day to day, or how confident we are in our ability to deal with change or uncertainty.

By gaining awareness of our emotions and learning how to process them, we can regain a feeling of control, look at challenges positively and maintain good mental fitness.

*What you can do P7 | What managers can do P12 | Resources P13*



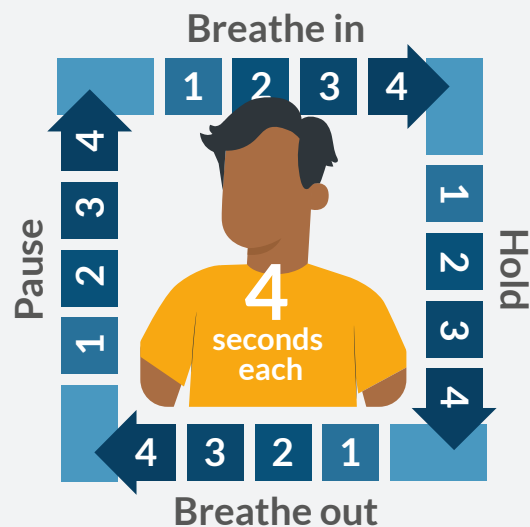


# What you can do

There are a number of things you can do to improve your emotional wellbeing.

## Be mindful

Mindfulness means being aware of the present. Taking the time to notice how you are thinking and feeling in the here and now can help you to process and evaluate your thoughts.



Mindfulness tips:

- Try a deep breathing exercise such as 'box breathing' (see left) which can help to regulate your breathing and relax you.



- Go for a walk in nature and take notice of what you can hear, smell, feel and see. This exercise is great for calming your mind.
- Try progressive muscle relaxation - tense one muscle group at a time followed by a relaxation phase with release of the tension. This can control stress and aid sleeping.

## Manage stress

Everyone experiences stress at times, especially when dealing with change or life challenges, but too much stress can be a problem. To lower stress levels:

- **Acknowledge and express your emotions** - learn to articulate how you feel. Getting things off your chest with a friend, relative, colleague or professional can help.
- **Find time to relax every day** - take regular breaks, spend time in nature or listen to music. Even 10 minutes a day will help.
- **Sleep better** - try to get seven to nine hours of good quality sleep every night.
- **Speak up** - if you are feeling overwhelmed with workload or personal issues that may be affecting your work, talk to your line manager so that they can look into ways to help you.



Emotional

Emotional

Physical

Social

Financial

Home

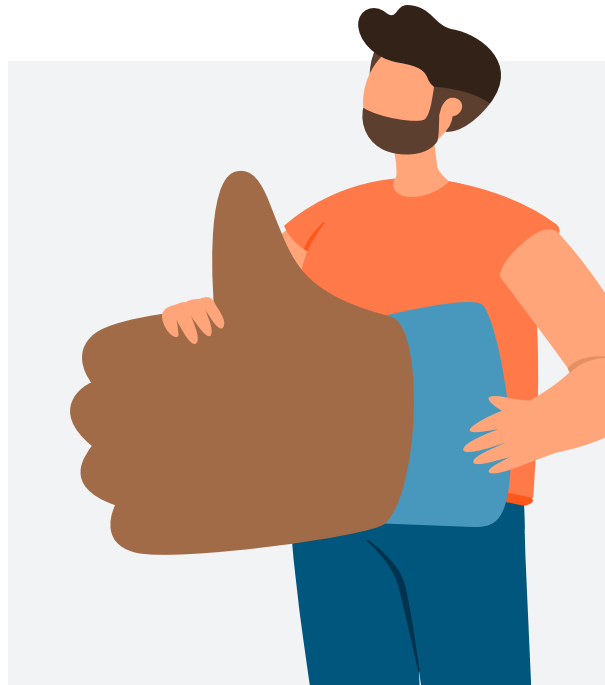
∞

# What you can do

## Build resilience

Some people may seem naturally more resilient and able to cope with demands than others, but everyone can take steps to develop greater emotional resilience:

- **Practice acceptance** - a certain amount of challenge and change is a part of everyday life. Being accepting of change and approaching challenges with a positive mindset allows you to direct your energy towards goals and solutions.
- **Practice optimism** - looking on the bright side keeps you going and also trains your brain to think positively.
- **Be grateful** - make a list of things you are grateful for. This can help you focus on the positives.
- **Face your fears** - inaction and avoidance keep anxiety going and make it worse in the long term. Confronting your fears can take strength but can enable you to move on with life and show you what you are capable of.

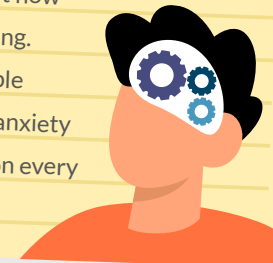


- **Set boundaries** - if people are asking too much of you, speak up and learn to say no.
- **Know yourself** - write down your feelings and triggers to help you uncover patterns.
- **Be kind to yourself** - forgive yourself for mistakes you've made - no-one's perfect.

- **Live in the moment** - try to focus on what is happening right now, rather than worrying about what has happened in the past, or what the future may be.
- **Maintain perspective** - consider your issue in the grander scheme of things. A sense of humour and purpose will help give perspective.

## The scale of our problem

- 91% of people have felt overwhelmed and 26% have experienced suicidal thoughts.
- Almost 50% of people find it hard to talk about how they're feeling.
- 73% of people experience anxiety or depression every month.



Healthy habits help us to manage our mental health. If you are practicing healthy habits but are still feeling low, then it may be time to seek professional help and support.



# What managers can do



## Regular check-ins

Hold regular one-to-ones and team check-ins to assess your team's workload and ask how they are feeling.



## Breaks

Ensure your team is taking adequate breaks throughout the day, and taking time away from work at lunch.



## Holidays

Remind your team to book holidays.



## Educate yourself

Attend our mental health for managers training session (page 16).



## Training & awareness

Encourage your team to attend mental health training (page 15) or arrange for one of our wellbeing workshops to be delivered to your team.



## Employee Assistance Programme

Our EAP (overleaf) offers support for employees and managers, and provides advice on how to help colleagues.



# Resources & support

## Employee Assistance Programme (EAP)

Our EAP is a confidential and impartial service that is available to our employees and their immediate family members. Services 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, providing you with alternative options if the traditional forms seem a little daunting.
- Life management – skilled consultants to help employees deal with everyday issues such as debt, relationships and legal concerns.

Managers are also able to contact the EAP to gain advice and information to support employees.

### How it works:

Visit <https://www.axabesupported.co.uk> or call 0800 072 7072 and quote the username **gallifordonline** and password **supported**.



## Mates in Mind

Mates in Mind is a mental health charity which aims to address the stigma of poor mental health and improve positive mental wellbeing in the UK construction industry. Visit [www.matesinmind.org](http://www.matesinmind.org) to learn more.



## Wellbeing Wednesdays webinars and podcasts

Our webinars and podcasts, led by professionals, cover a range of topics to help with your everyday health.



## Wellbeing Workshops

We have a number of internally trained people who can deliver a face-to-face wellbeing talk to your team. Topics include Understanding & Managing Stress, Mental Health Awareness and Sleep.



## Lighthouse Construction Industry Charity

Galliford Try is a sponsor of the charity which offers free, confidential 24/7 emotional, physical and financial support via their helpline, app or text service. It is available to all construction workers and their families.

- Website: [lighthouseclub.org](http://lighthouseclub.org)
- Telephone: 0345 609 1956.
- Text: HARDHAT to 85258.
- Visit a Lighthouse Beacon in your area.





# Training

## Start the Conversation (for all employees)

This 45-minute session is designed to raise awareness of mental wellbeing, recognise what this looks and sounds like in others and how to start the conversation with another person.

To book the training, contact your local HR Training Co-ordinator.



## Suicide Awareness (for all employees)

This course will help you to gain a greater understanding of the common reasons and causes of suicide and the signs to look out for if you think somebody is experiencing suicidal thoughts. You will develop the skills and confidence needed to approach and start a conversation with a suicidal person and learn effective strategies to keep them safe.

To book the training, contact your local HR Training Co-ordinator.



## Masterclasses (for all employees)

Join a free Wellbeing Masterclass by The Lighthouse Construction Industry Charity. These are one-hour scheduled CPD-accredited sessions covering topics such as stress, resilience, work-life balance and mindfulness. To book, visit: <https://lighthousetraining.corsizio.com/>



## Mental Health First Aid (for all employees)

This is a Mental Health First Aid England accredited course which will result in a MHFA qualification. Similar to physical first aid, Mental Health First Aid teaches you to identify, understand and help a person who may be developing a mental health issue.

To book the training, contact your local HR Training Co-ordinator.



## Managing Mental Health in the Workplace (for managers)

This course is aimed at managers to support their employees. It discusses the six stages of best practice and information on different types of mental health and wellbeing issues. It offers scenario planning and group discussions to help you build the confidence to deliver support in the most appropriate way.

To book the training, contact your local HR Training Co-ordinator.



# Physical wellbeing

A healthy diet, regular exercise and a good sleeping pattern are the three fundamental pillars to help keep us healthy and reduce our risk of developing a number of health conditions.

A well balanced diet provides our body with the vitamins, minerals and nutrients it needs to stay healthy and strong.

Regular exercise not only helps us physically, it also releases positive, feel-good chemicals called endorphins which can improve our mood.

A good night of sleep is important for our mental fitness too as it allows the body to rest and repair, helping with mood, concentration and decision-making.

*What you can do P19 | What managers can do P24 | Resources P25*



Physical

Emotional

Physical

Social

Financial

Home

# What you can do

There are a number of things you can do to improve your physical wellbeing.

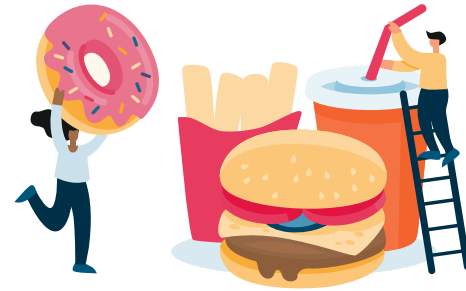
## Diet

→ **Drink water.** Water is vital for our health. It helps our bodies to function properly.



→ **Eat five portions of vegetables and fruit** a day as part of a healthy, balanced diet to help you stay healthy. Potatoes and deep frying don't count.

→ **Balance your diet** with higher fibre starchy foods like potatoes, bread, rice or pasta; dairy beans, pulses, fish, eggs, meat and other protein and choose unsaturated oils and spreads, and eat them in small amounts.



- **Reduce your sugar intake.** Sugar can cause fluctuations in energy, and too much sugar can lead to health conditions such as obesity and diabetes.
- **Reduce your intake of highly processed foods.** These foods are usually high in calories, fats and sugars.
- **To reduce health risks from drinking alcohol** do not exceed 14 units per week and spread your drinking over three days or more.

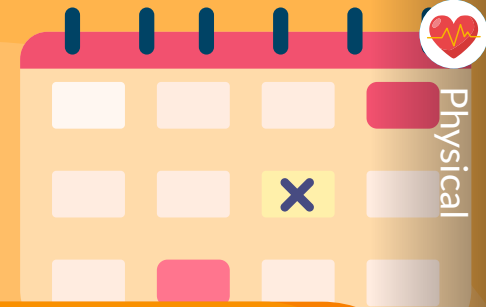
## Sleep

→ **Develop a routine** – try to go to bed at the same time each night, and wake up at the same time each morning. Try setting an alarm 30 minutes before bedtime to remind you to start winding down.

- **Reduce screen time.** Blue light emitted from TV screens and phones can interrupt our sleep patterns. Try to reduce your use, or avoid them completely a couple of hours before you go to bed.
- **Create a 'sleep haven'.** Remove distractions from the bedroom such as TVs and pets. Invest in quality bedding and blackout curtains.
- **Avoid caffeine** after 2:00pm and limit alcohol. Although, alcohol may initially help you get to sleep, it interrupts your sleep stages during the night.

### Did you know?

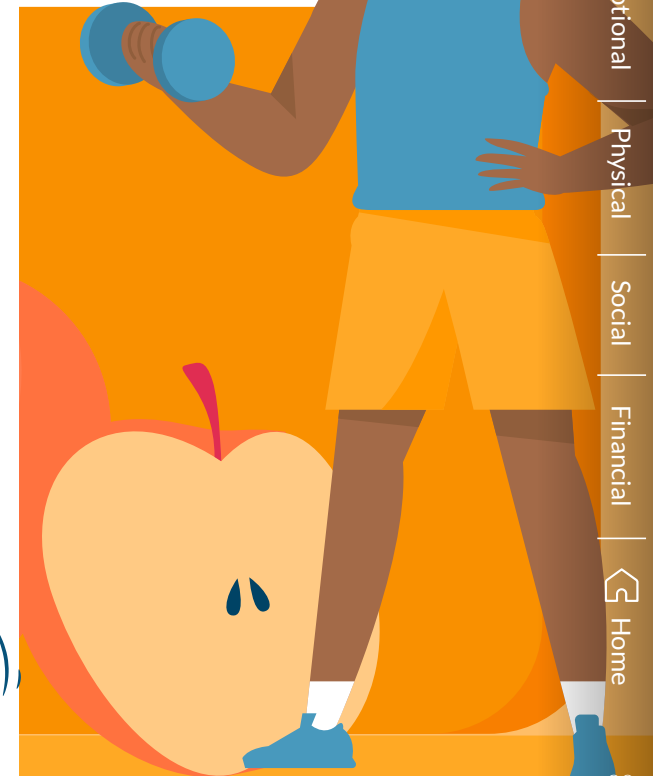
Adults typically need 7-9 hours of sleep per night. Women, Black, Asian and other minority ethnic groups are disproportionately likely to experience poor sleep.



Physical



Emotional



Physical

Social

Financial

Home

# What you can do

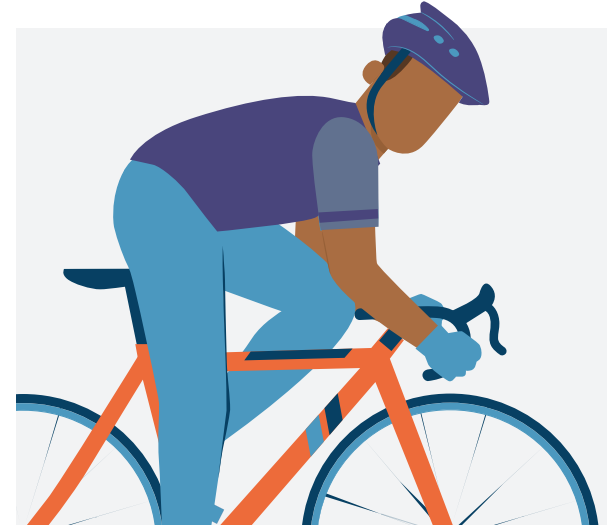


## Exercise

- **Make it fun.** Find an activity that you enjoy. This could be dog-walking, playing a sport, dancing or swimming.
- **Make it social** - exercise with someone.
- **Cycle to work** - purchase bikes at a reduced price via salary sacrifice (page 25).
- **Plan exercise into your diary.** Just like you plan work and social events, plan exercise.

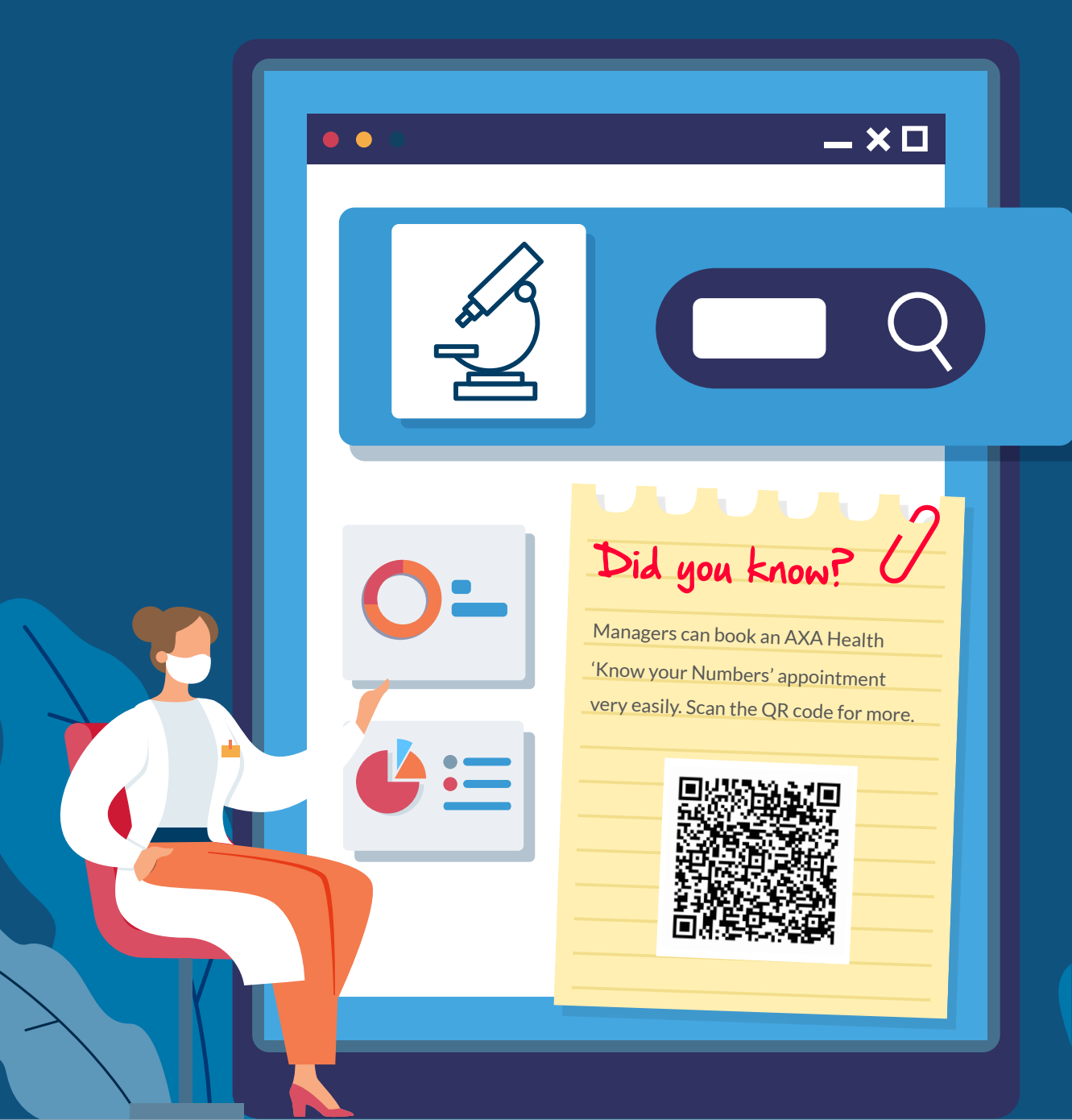
21 mins a day

Adults should do some type of physical activity every day. Aim to do strengthening activities that work all the major muscle groups on at least two days a week, and carry out either at least 150 minutes of moderate intensity activity a week or 75 minutes of vigorous intensity activity a week. Exercise just once a week can reduce the risk of heart disease or stroke.

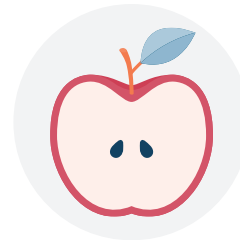


- **Set goals and rewards.** It's important that we reward ourselves when we work hard. You could go for a long walk and reward yourself with an episode of your favourite TV series afterwards.
- **Find your ideal workout time.** If you're not a morning person, the chances are that you'll struggle to commit to doing exercise in the mornings. Find a time of the day to exercise that best works for you.





# What managers can do



## Nutritional value

Consider offering healthy, nutritious choices if you cater for your team. Make healthier substitutions such as porridge, fruit and yoghurt instead of biscuits and bacon rolls.



## Stay active

Encourage your team to get out and about during breaks. Arrange a team walk or activity at lunchtime that everyone can be involved in to help stay healthy and active.



## Know your Numbers

Arrange a 'Know your Numbers' event for your site or office. These mini medicals examine health indicators such as height, weight and BMI, blood pressure, resting heart rates, and more.



## Health check

Rent an on-site health station. This allows you to extend health check monitoring to all site operatives in an accessible way. Each kiosk measures key health indicators.



Physical

Emotional

Physical

Social

Financial

Home



# Resources & support

## Gym discount

Save 20% off monthly individual membership fees at Nuffield Health Fitness and Wellbeing Centres.



## Cycle to work scheme

Our scheme enables employees to purchase bikes at a reduced price via a salary sacrifice arrangement.



## Private medical insurance

A private medical scheme is available to most monthly-paid employees at the company's expense. Family or spouse coverage can be added at discounted rates at an employee's expense.



## Digital GP service for Bupa members

Digital GP works alongside your NHS GP for Bupa members, giving you greater choice and convenience to fit around work and life with 24/7 access to instant health information and UK GPs.



## Bupa access (for members) without GP referral

For conditions such as joint problems; breast and bowel cancer symptoms; mental health concerns or cataracts support, Bupa members can contact Bupa directly, without first seeing their GP by contacting: 0345 603 1986.



## AXA Health app

This app enables you to complete a comprehensive health assessment and provides coaching programmes. You can also access the AXA EAP directly from the app. Use the unique code A533698.



**Ask the Expert** allows you to ask the AXA team of experienced nurses, midwives, counsellors and pharmacists about any health topic.

**The male and female health hub** provides guidance on a range of topics including menopause, fertility, breast and prostate cancers.

## Flu vaccination programme

Galliford Try offers all employees an annual flu vaccination, paid for by the company.



# Social wellbeing

Healthy relationships are important throughout your life and can significantly impact your wellbeing.

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.

Even simple interactions with friends, family, neighbours, partners, colleagues and other social connections can influence our biology and our levels of satisfaction with life.

Think of relationships as the cornerstones of your life and invest time in developing them.

*What you can do P29 | What managers can do P34 | Resources P35*



Visit Galileo page



Social

Emotional

Physical

Social

Financial

Home

# What you can do

There are a number of things you can do to improve your social wellbeing.

## Stay in touch

Make the effort to stay in touch with friends and family. You can give a friend a call, drop-in for a coffee, go out for lunch, stretch your legs with a walk, or even write to them with a text, email or letter. Do what suits you most. They may even need it more than you do.

### Did you know?

You can spend 30 minutes a week to make a difference to an older person's life. Volunteer for Age UK's Telephone Friendship Service.

Scan the QR code for more.



## Be a good listener

Being sensitive, responsive, consistent and available can not only help you to build positive, healthy relationships with others, but doing this with children can shape how they build relationships in future and improve their self-confidence.

## Reach out to elderly friends and relatives

People can become isolated and lonely in later life for a wide range of reasons, including bereavement, ill health, lack of mobility or access to transport and inability to keep up with day-to-day household tasks.

Loneliness therefore has a huge impact on the wellbeing of many older people, making them unhappy and often lowering their self-confidence and ability to cope and reach out to other people.

Find time to catch-up with elderly relatives or friends, and make time to listen to them as well as helping with their errands.



Social

Emotional

Physical

Social

Financial

Home

# What you can do

## Allocate quality time

Sometimes finding time to spend with even those you live with can be a challenge. Allocate time to spend with loved ones, whether that's regularly cooking or eating dinner together, reading bed time stories, travelling together to work or school, taking part in activities, or even watching and discussing TV shows.

## Hobbies

Take up a hobby with a friend or make new connections at a social club. Join the gym, or look up walking clubs near you. Learn something new, like a language at a local college or take a cooking, art, music or yoga class. Do some gardening or look into local allotments.



## Volunteer

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 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.

- Volunteer at a school, library, hospital or place of worship.
- Get active in your community and support local community events.

## Ask for help yourself

If you're struggling, make a list of ways others can help you. For instance, if you are a caregiver, you too will need breaks and rest. You can ask a friend to sit with the person you care for while you run errands.



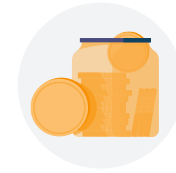


# What managers can do



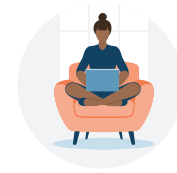
## Make a difference

Arrange a volunteering day for your team.



## Raise money

Arrange a social event or fundraising event for your team.



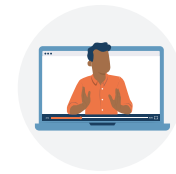
## Agile working

Embrace and support agile working.



## Group activities

Encourage your team to participate in group webinars, forums and Yammer groups.



## Keeping contact

Keep in regular contact with your team – especially those that may be working from home.



## Ask how they are

Allow time at the start of meetings for general conversation, rather than diving directly into business.





# Resources & support

## Volunteering days

Every employee is entitled to take two paid volunteering days each year. Volunteering is a great way for us to make a positive impact in the communities where we work and can improve our wellbeing.



## Embrace technology

Utilise Microsoft Teams for collaborative workspaces, or join one of our Yammer communities.



## Agile Working

Our Agile Working programme empowers you with flexibility in when, where and how you work.



## Holiday purchase scheme

All employees have the option to purchase an additional three days of annual leave each year.



## The Galliford Try Academy

The Galliford Try Academy hosts a range of support and information to help you to develop your personal and business skills to have great conversations and relationships, both inside and outside of work.



Social

Emotional

Physical

Social

Financial



Home

# Financial wellbeing

Good financial wellbeing is being able to feel secure and in control of your finances – making the most of your money day to day, being able to deal with unexpected finances and being on track with your outgoings.

When we are worried about money, it can have a significant affect on our mental wellbeing, and can lead us to feeling stressed and anxious, so it's really important that we seek help when we start to worry about our finances.

*What you can do P39 | What managers can do P44 | Resources P45*



Financial

Emotional

Physical

Social

Financial



Home

38

# What you can do

There are a number of things you can do to improve your financial wellbeing.

## Budget effectively

Gather all of your statements and receipts and make a list of all your income and spend. Split outgoing into essential items such as groceries, bills and minimum payments on debts, and then optional items. Once you know where you're spending, you can start to prioritise how you spend. If you don't know how to start, use a budget planner – many banks offer a free service.

## Subscriptions

Whether it's for a gym, streaming service, wi-fi or mobile phone, review subscriptions to see if you are making the most from them. Consider downgrading or consolidating household subscriptions, and shop around for better deals – even a monthly saving of £4 will save you £48 annually.

## Shop savvy

Search online for discount codes when making purchases on the web. Don't forget to take advantage of company discount schemes. Try the 'Downshift Challenge' to drop one brand level on everything and see if you can tell the difference. Often a manufacturer's brand and own brand may well be made in the same factory by the same people.



## Save even a little

Try to save a small amount of money every month.

## Set aside money for a rainy day

An emergency pot of money could give you peace of mind and make you less reliant on high-interest borrowing options should you be faced with unforeseen circumstances.



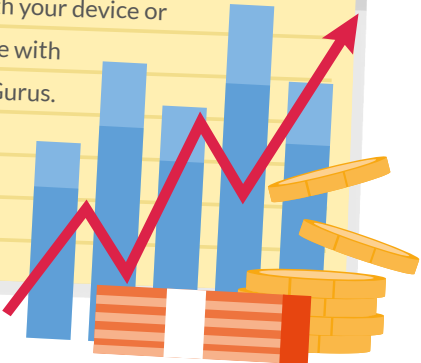
373

# What you can do

## Did you know?

Galliford Try employees can participate in the O2 OPEN scheme which means that employees can:

- Save up to 25% on calls, texts and data on any O2 Refresh monthly plan.
- Save up to 20% on accessories like fitness trackers, smart watches and headphones.
- Have access to O2 Priority for gig tickets for any O2 venue 48 hours before they go on sale.
- Gain free advice on anything to do with your device or service with O2's Gurus.



## Speak up if bills are getting too much

If you are unable to meet your bills/repayments, speak to your provider early to figure out a plan. This could make you less liable for fines and penalties associated with late payments.



## Be honest and open with your partner

Money can be a tough subject for many families and couples. It's important to make sure you're on the same page and listen to each other's concerns and ideas. Galliford Try's Employee Assistance Programme (overleaf) can help in more ways than one if you are struggling with this.

## Seek financial advice – even if you're in a good position

There will be times in your life when you're not sure what to do with your money or what decisions you need to make about your financial future. There are thousands of different financial products on offer and choosing between them can be difficult. If you have little experience of dealing with finances or you're confused about making a decision, it may be helpful to get professional financial advice. Seek financial advice – it's never too late or too early. You can start with the Citizens Advice website, or look at the resources overleaf.



Financial

Emotional

Physical

Social

Financial

Home



# What managers can do



## Resources and support

Ensure your team is aware of the resources and support available.



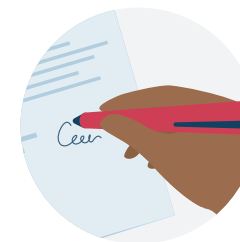
## Benefits

Ensure your team is aware of all the benefits available to them as part of their benefits package.



## Support new starters

Support new starters, ensuring they have access to Inntel to help with travel costs and arrangements.



## Expenses claims

Ensure expense claims are signed off in a timely manner.



# Resources & support

## Barclays portal

Employees have access to the Barclays portal, which provides free financial advice on a range of services – from help with debt, to buying a first home or making an investment.



## Employee AON Discount Scheme

Employees have access to our employee discount site which provides access to savings on everyday shopping – including supermarkets, luxury brands, technology, insurance and holidays.



## Trade discounts

Scan the code on the right to gain discounts from the likes of Dulux, Travis Perkins and Keyline.



## O2 discount

As an O2 business customer, Galliford Try participates in the O2 Open scheme which means that employees can save up to 25% on calls, text and data on any O2 refresh monthly plan, up to 20% on accessories and gain access to O2 priority for gig tickets for any O2 venue 48 hours before they go on sale.



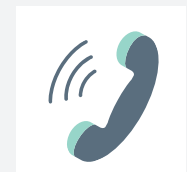
## Pensions

The company auto-enrols all employees into a pension scheme at the minimum contribution rates. To learn more about your pension and the options available to you, visit – Galileo pages for pensions.



## Financial helplines

Step Change - T: 0800 138 1111 | Web: [stepchange.org](http://stepchange.org)  
National Debtline - T: 0808 808 4000 | Web: [nationaldebtline.org](http://nationaldebtline.org)  
Money Helper (if you find it easier to WhatsApp than talk) - T: 07701 342744 | Web: [moneyhelper.org.uk](http://moneyhelper.org.uk)



# Wellbeing Support Network



## Wellbeing Champions

Our Wellbeing Champions are volunteers who help to support and promote local wellbeing initiatives, share our communications and participate in our quarterly forums.

Learn who they are, or how you can become one by scanning the QR code.



## Mental Health First Aiders

Our network of Mental Health First Aiders is spread across the country and based on our sites and in our offices. All of our Mental Health First Aiders have received training to:

- Recognise the signs and symptoms of a range of mental health conditions.
- Listen non-judgementally and hold supportive conversations.
- Signpost people to a range of professional support services.

Learn who they are by scanning the QR code.



## Join the Wellbeing Yammer Group

Wellbeing Yammer Group



## Email

[wellbeing@gallifordtry.co.uk](mailto:wellbeing@gallifordtry.co.uk)



# Thank you

We hope that this booklet will serve as a starting point for reliable resources and information that will help you, your family, or any members of your team. If further assistance is needed, please do not hesitate to contact your line manager or HR lead.