

Cultivate

Health & Safety Policy

During your time in your assignment, whether you are onsite or based at home, Cultivate is committed to ensuring all work activities are conducted in a way to keep you and others free from harm in the workplace. We are both required to meet our obligations under the Health and Safety at Work Act 2015.

To achieve this commitment, Cultivate agrees to:

- Ensure that any potential workplaces where you may be placed are safe and free from manageable risks, or any potential risks or hazards are pointed out to you and evaluated.
- Notify you of any PPE requirements prior to commencement.
- Have an accessible incident reporting process where you and your onsite manager in your workplace can notify Cultivate of any workplace health and safety incidents, which can be accessed by contacting your Cultivate Consultant as soon as something may occur

To achieve this commitment, You agree to:

- Adhere to the onsite Health and Safety policies and procedures of any workplace or site you are based at through Cultivate. Failure to adequately comply with these can be considered serious misconduct.
- You will take reasonable care and responsibility to look after your own health and safety at work, your fitness for work, and the health and safety of others.
- If working from home or from the office, you will ensure you access to an appropriate workspace, that is set up suitability for comfort and free from hazards – see below image for reference.
- You have told Cultivate about any existing physical and/or health conditions that may be worsened by doing the job or may affect your ability to do the job.
- Consult with your manager at any time you see a potential workplace hazard
- If an incident occurs, you will follow the onsite procedures and policies for any risk/injury/harm that may happen to yourself or anyone around you in the workplace.
- Report any incident to Cultivate immediately by contacting your Cultivate Consultant

Incorrect Workstation Set-up

Monitor positioned too low/high

Leaning forward and slouched posture

Resting forearm on desk and reaching to use keyboard

Desk not the correct height to get legs underneath

Feet not touching the floor



Correct Workstation Set-up

Top of monitor positioned in line with eye sight

Upright posture, straight back, shoulders relaxed

Keyboard and mouse within reach

Legs under desk and knees at a 90 degree angle

Feet resting on floor or a foot stand



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Flexible Working Policy

The opportunity to work flexibly on any assignment i.e start / finish times, working from home or remotely, is down to the sole discretion of your manager and Cultivate. If at any time you are being considered for flexible working arrangements during your assignment this must be discussed with Cultivate prior.

When you are Working from Home, you agree to:

- Ensuring the Health & Safety Policy is followed, including a functional and practical workspace
- Perform your normal working duties in a timely and professional manner without undue interruption
- Ensure your location doesn't inhibit your ability to connect with colleagues, customers or stakeholders when needed
- High speed wifi, data and phone access are fully operational
- Maintain the technology and other tools to perform your role, such as laptop, phone and chargers
- Keep safe and take care of the technology and tools provided by our client. Please see further details in your agreement around your responsibility of workplace tools provided to you
- Ensure your remote working space allows for adherence to privacy standards i.e. information can be kept confidential and not accessible to others and/or any other policies that apply to your employment with Cultivate and client specific policies
- Follow all applicable Work from Home policies or similar directives associated with your assignment/company where you are working

Important to note: Should your remote place of work become impracticable, unsafe, or inaccessible temporarily due to construction, utilities outage or another fault you will need to make yourself available to work from the office instead for this period. This also applies to any instances where performance is not satisfactory, or our client revokes flexible working for any reason.

Mental Wellbeing Policy

As your employer, we will do the following whilst on assignment to support your mental wellbeing:

- Check in with you and your onsite manager throughout your assignment, to ascertain feedback, coaching and support areas that we can assist with if required
- Make sure you understand what is expected of you at work - in your work tasks and acceptable behaviour.
- Not tolerate bullying, harassment, or discriminatory behaviour.
- Provide support services you can access easily and discreetly - please contact your consultant for more information.

You can do a lot to protect your own mental wellbeing at work. This includes taking your breaks, eating well and speaking up to your Cultivate Consultant if you are feeling overwhelmed, unsure or in need of support. If you are feeling overwhelmed, distressed or encountering mental wellbeing concerns in the workplace or outside the workplace, which are impacting you and your ability to attend or perform your normal duties at work, you're required to notify your consultant of this as soon as possible.

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Alcohol & Drug Policy

We expect you not to arrive to your assignment/workplace under the influence of or affected by alcohol, prescribed or non-prescribed or illegal drugs in a way that could impact on the health and safety of you or colleagues or your work performance

We take illegal drug use and abuse, and inappropriate use or influence of alcohol, a serious matter and will not tolerate it. Breaching these terms may result in disciplinary action, which may include the ending of your employment, and/or be treated as serious misconduct, and may have legal consequences.

If we, or the client, suspect you are impaired or under the influence of alcohol or drugs (either non-prescribed or illegal) then we may require you to undergo a test from an approved drug and alcohol testing provider. You may not unreasonably refuse to undergo testing and any failure to participate may be treated as serious misconduct.

If you are currently on, or are prescribed drugs or medication during your assignment, that have potential side effects which may impair or impact your ability to perform your work duties in a normal and/or safe way, you are obligated to declare this to Cultivate.