

# Employee Health, Wellbeing & Working Conditions Policy

## **Policy Statement**

At Travel Blue Ltd., we are committed to providing safe, fair, and supportive working conditions that protect the health, safety, and wellbeing of our employees. Even though we are a small team, we recognize the importance of healthy working practices—both physical and mental—and we ensure compliance with all applicable labor, health, and safety regulations.

## **Key Objectives**

- **Health & Safety:** Ensure safe working environments free from hazards, including remote work setups
- **Work-Life Balance:** Promote flexible arrangements, reasonable working hours, and respect for personal time.
- **Ergonomics:** Provide guidelines and equipment for safe and comfortable working conditions.
- **Mental Health & Wellbeing:** Encourage open communication, regular breaks, and access to wellbeing resources.
- **Fair Working Conditions:** Respect employee rights, offer stable contracts, and maintain inclusive and respectful workplaces.
- **Continuous Improvement:** Review practices regularly and adapt to employee feedback.

## **Responsibilities**

- **Management:** Provide resources, training, and support. Monitor wellbeing and working conditions, and address concerns.
- **Employees:** Follow safe working practices, use ergonomic guidelines, and raise any issues with management.

## **Practical Measures**

- Ergonomic guidelines for all employees (screens, chairs, lighting).
- Regular check-ins and team meetings (including wellbeing-focused sessions).
- Clear communication channels for raising health and workplace concerns.



- Access to wellbeing resources (handbooks, online materials).
- Monitoring of working hours to avoid overwork and burnout.
- Stable contracts and fair compensation.

## **Review**

This policy will be reviewed annually to ensure it remains practical, effective, and aligned with Ecovadis requirements.

Effective Date: 01/10/2025

Next Review Date: 01/10/2026