



The Starr Group Stress Management Policy



The Starr Group promotes workplace practices and policies that make stress management a priority.

We realize that the number one source of stress in the US is job stress and that more than one-third of American workers experience chronic work stress. We also realize that although a stressed organization can create chronic stress for its employees, stressed employees can also create stress for an otherwise healthy organization.

Stress occurs when the demands placed on an individual exceed their ability to meet those demands. Many times it is our reaction or our appraisal of the situation that is the primary cause of stress. We can learn to control this reaction with proper tools, education and practice.

We realize that stressful events are a fact of life and although we may not be able to change the current situation, we can take steps to manage the impact these events have on us. An overwhelming amount of stress can prevent success in the areas of nutrition and physical activity, creating an even more substantial negative impact on our overall health and wellbeing.

In order to promote a stress free environment at The Starr Group we will support the following:

- A safe and ergonomically comfortable environment.
- Setting reasonable and achievable expectations in order to minimizing the need for overtime, maintaining healthy boundaries to support a balance between personal and professional lives.
- Providing adequate training and support along with efficient work flows and policies.
- Allowing flex time as a means of attending to personal needs without using PTO.
- A work environment in which people are treated as individuals and are considered for employment, development, advancement, and earnings based upon their performance and contribution to overall success.
- Encouragement and the opportunity to come to management with work-related problems, questions and grievances maintaining a consistent concern for individuals' rights and a practice of fair, consistent, courteous, and prompt treatment. Protecting personal and confidential information continues to be a priority.
- Maintaining an open and transparent line of communication to keep employees informed of significant developments and changes. An offsite All Agency Meeting will be held twice per year.
- Taking a lunch break AWAY from the workspace and NOT eating at the desk.
- Not having to constantly check emails. It may be advisable to eliminate the pop-up email option. We realize that attempting to manage too many functions simultaneously can lead to increased stress. It is also recommended to take time to connect with people and not just through the use of devices.
- Proper nutrition and regular exercise as an excellent means of self-care and stress management. Please refer to The Starr Group Healthy Eating and Physical Activity Policies for more information.
- "Stomp out Stress" and "Flash Fitness" sessions during the workday as a time to break away from the desk for 10-15 minutes of stress management time.
- The realization that unforeseen circumstances may arise during the work day. It is always our expectation that everyone work to the best of their abilities and that striving for excellence, not perfection, is what we ask of our teammates.
- An environment where there is harmony between the mind, body, spirit and emotions.

I have read and understand The Starr Group Stress Management Policy and will strive to show my support.

Signature

Date