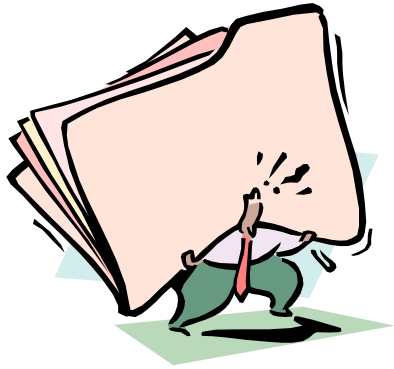


Ayrshire Valuation Joint Board



Practical Advice and Guidance for Employees on Tackling Work Related Stress

Introduction:

Anyone can be affected by stress at work, which may be experienced when the demands of the work environment exceed the employee's ability to cope with (or control) them.

Working under some pressure can improve performance and give satisfaction when challenging objectives are met, but when demands and pressure become too much, they may lead to stress.

The Board has a duty to protect your health and safety at work and accordingly has a risk assessment process to identify causes of work related stress.

Symptoms of work related stress:

- Changes in mood or behaviour
- Feelings of not being able to cope or not being in control
- Drinking more alcohol or smoking more
- Health complaints such as frequent headaches, not being able to sleep, heart problems and stomach problems.

How should I tackle work related stress?

- Talk to your manager or the Board's Personnel Representatives. You need to let them know how you are feeling.

- Help to identify problems, their possible solutions and how they could be implemented.
- Working on life style improvements will also help, e.g., healthier eating, more exercise, trying to reduce or stop smoking, keep up with family and friends.

Further information:

Further information on managing stress is available on SharePoint and from the Boards Personnel Representatives.