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Staff Bulletin

ISSUE 33

April 2021

Stress Awareness Month

April is Stress Awareness Month in the UK. We experience stressful situations on a daily basis, but finding the time to talk about our worries or concerns can be difficult.

The month-long campaign gives you helpful tips and tools to manage stress and improve your mental health.

[Stress.org.uk](https://www.stress.org.uk) provides a series of helpful resources on their website.

Alternatively, speak to a [mental health First Aider](#) if you feel your situation is overwhelming.

For more advice about coping with stress or anxiety, visit the wellbeing area on [the Hub](#)

Free Family Cycling Training



Cycling Scotland are offering free tuition to get families cycling in summer.

Getting on your bike is a great way to improve your health and wellbeing. Plus, it's a fun family activity, whatever the weather.

Training is bespoke to you and lasts up to 2.5 hours.

Discover the benefits and how you can register by visiting [cycling.scot](https://www.cycling.scot)

Got 5?

Register to vote in the Scottish Parliament election at gov.uk/register tovote

Register by 19 April!

YOUR VOTE MATTERS
DON'T LOSE IT

The Electoral Commission

Investors in People

An Investors in People survey will be sent to you in April. Questions will focus on communications, recognition, your wellbeing and how satisfied you are with Hanover as an employer.

You will receive a link on email, so look out for this in your inbox. The survey takes between 10 and 15 minutes and asks agree/disagree questions.

A summary of the results and outcomes will be published in a future bulletin.

Hive-Five of the Month:

“You are doing such an amazing job in the supervisory role and you should be very proud of yourself. You have stepped up and taken on the challenges, adapting so well and continuing to deliver on the day to day service, in addition to your new line management responsibilities - not easy considering the demands you and the team have faced lately. Go you! and keep doing what you're doing 🙌”

Staff Experience: Vaccine Vox-Pop

Brian Elliot, Development Manager:



“I was invited for my first dose of the vaccine in January and the process couldn't have been simpler.

When I called to book my appointment, they gave me clear instructions about where I needed to go for the vaccination and what would happen at the centre.

It was really simple to book and my first vaccination was arranged on 10 January at the Borders General Hospital.

When the day arrived, I was only waiting for five minutes before going through to a cubicle.

The nurse really reassured me, explaining what would happen and possible side-effects - it put my mind at ease. It took less than 30 minutes and all I felt was a slightly sore arm later.

If you have the opportunity to get the jab, then I would urge everyone to get vaccinated. It really makes a difference.”

Your Bulletin, Your Ideas

The staff bulletin is published every month, but only you can tell us whether the content, design and style is what you want. Contact **Communications** with your suggestions, ideas and stories. We're also looking for a new name so please get in touch if you've got any suggestions.

Stephen McCullough Celebrates Virtual Birthday



Stephen McCullough was recently joined by colleagues on Microsoft Teams, as he celebrated his 60th birthday.

Staff Awards Joy for Ruth Jackson



Ruth Jackson shared a photo of her 2020 Hive-Five award, after receiving 18 acknowledgements from colleagues.

ICT Updates

WIFI Cabling at Sheltered Developments

The programme of work to upgrade our WIFI cabling on developments can now resume.

The project was temporarily put on hold in January, as a result of the Covid-19 restrictions.

Prior to pausing the installation work, phases one and two had both been completed and the contractor was halfway through phase three.

The project will upgrade existing cabling, add more network points and provide WIFI access around the main office and communal areas.

The recent delays have been unavoidable; however, a new project plan is in place to reduce further delays and ensure completion as close to the original date as possible.

Security Awareness Training (SAT)

We need your help to complete our SAT programme. So far, 245 people have participated, but we want as many staff as possible to take part.

The training shows you how to recognise phishing emails, both at work and in your personal lives. To find out more about the training, go to your [e-learning portal](#).

ICT induction e-learning

A new e-learning module is available to all staff. The ICT induction is an opportunity to refresh some of those skills you may have forgotten.

This course is also invaluable for any new starts, so please ensure they complete the [module](#).



Organ & Tissue Donation

From 26 March, Scotland's law around organ and tissue donation has changed.

Any Scottish resident aged 16 or over who has not recorded a decision about organ donation will now be considered as a possible donor in the event of their death.

The new law still gives you a choice – whether you want to be a donor, or want to opt-out.

You should record your decision on the NHS Organ Donor Register and remember to tell your loved ones, whatever decision you make.

To opt out, visit [Organ Donation Scotland](#) or call **0300 303 2094**.

Get On Your Feet in April

Thursday 29 April is On Your Feet Britain day, the annual health and wellbeing event to get you moving.

You may spend a lot of time in your home office with limited chance to step away from your computer.

Taking five minutes to move around can have major benefits for your health, even if it's just going to make a coffee.

On Your Feet Britain includes a selection of fun activities, from standing up during a phone call, to arranging walking virtual meetings.

Registration is free and you can sign-up as a team, just [click here](#)