

# Sickness and Absence Statement

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## Our aim

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Elevated Aspirations Ltd® is committed to maintaining the health, well-being and attendance of all our employees. We value the contribution our staff make to our success and we miss that contribution when any employee is unable to work.

The overall aim of Elevated Aspirations Ltd® is to strike an effective balance between the service needs of Elevated Aspirations Ltd® and the need for the employee to be given time to recover from illness.

The Sickness and Absence Policy sets out:

- What employees can expect from Elevated Aspirations Ltd®
- What responsibility employees have in relation to their attendance at work

## Purpose

The purpose of the policy is to provide a framework and formal guidelines within which Elevated Aspirations Ltd® will address sickness absence, in order to ensure all employees are treated fairly, consistently and constructively.

The policy applies to all employees. The policy does not apply to accidents at work.