

## PROJECT BULLETIN

### ARE YOU KEEPING OUR DATA SAFE?

We all have a responsibility to make sure that we protect the personal data of our customers, colleagues, suppliers and subcontractors. The General Data Protections Regulation (GDPR) legislation is in place to support this.

All our UK monthly paid employees, and other employees in relevant roles, must complete the GDPR Lite refresher e-learning which has been recently assigned to them in Success Factors. To start the e-learning, please go to Success Factors and access your Learning Assignments in the Learning tab.

Please note: if you work in a function that is exposed to a higher GDPR risk, a GDPR Full e-learning version will have been assigned to you instead. Thank you to those of you who have already completed it.

### **INTERNAL VACANCIES**

A reminder that our latest job vacancies can all be viewed under the Careers section of our website: [murphygroup.com](http://murphygroup.com)

As part of our Murphy at 75 strategy, we are committed to promoting and supporting the development of all our employees and helping you grow your career with us.



### **MY MURPHY BENEFITS**

Remember, as a UK employee you can get great discounts and cashback from major retailers, join monthly competitions, recycle your mobile phones, cycle-to-work schemes, free eye tests and more!

#### **JOIN UP TODAY...**

- Go to [mymurphybenefits.com](http://mymurphybenefits.com)
- Click 'Register Now'
- You will then be asked to enter your employee number and set your username and password.

### **PROFESSIONAL MEMBERSHIP REMINDER**

Please note that all UK employees with a professional membership must update their information on Success Factors by Friday 29 July.

If you are a member of ICE, RICS, CIPS, CIOB and APM and you do not update your information by 29 July you will not be included in this year's corporate renewal process and we will be unable to pay for your professional membership.

If you are a member of any other professional body, please make sure your information is also up-to-date. You will be able to renew your membership by emailing the invoice with the fee, including your cost code and manager approval, to [peoplequeries@murphygroup.co.uk](mailto:peoplequeries@murphygroup.co.uk)

### **MID YEAR REVIEWS DUE 29 JULY**

A reminder to all monthly paid employees that mid-year PDRs need to be completed by Friday 29 July.

Mid-year performance conversations are a perfect opportunity to make sure that we are all working towards our Murphy at 75 strategy and on track for the year end.



### **SALARY FINANCE**

40% of the UK are worried about money. Salary Finance is an employee benefit available to all UK Murphy employees that could help reduce financial stress by making finances simple.

At Salary Finance we provide a range of products to help at every stage of your journey with money:

- Loans repaid through salary: An affordable loan could be used to pay off expensive debt and save you money. Representative Rate 7.9% APR (fixed).
- Learn better money habits: tools and tips to help you manage money better
- Save from salary: save with contributions made direct from your salary - helping you to save without the hassle

Visit our website to get to our financial hub and or apply : [murphy.salaryfinance.com](http://murphy.salaryfinance.com)

Important: This is an option, not a recommendation. J Murphy & Sons Ltd does not benefit from offering this service and all your communications will be with Salary Finance. Applications will be assessed by Salary Finance to ensure the loan is appropriate and affordable for you. For loan products, Salary Finance Limited acts as credit broker exclusively for associated company Salary Finance Loans Limited.

# HEALTH AND WELLBEING



## SETTING THE BENCHMARK

Here at Murphy we are proud to be working with National Grid setting the benchmark for Health and Wellbeing support at our operational sites.

The first of these 'Health Hubs' went live at the IFA connector site in May.

The 'Health Hub' has been designed by your Health team to provide recreational space, a garden, a gym, a quiet room for reflection/ prayer and a canteen providing healthy meals.



## SPOTLIGHT ON SUPPORT FOR YOU



### EMPLOYEE ASSISTANCE PROGRAMME (EAP)

CALL: 0800 840 4074 WEBSITE: MURPHY.OPTIMISE.HEALTH

#### What support can you get?

##### Helpline

The team of wellbeing and counselling practitioners offer confidential, independent, and unbiased information and guidance.

They provide this in a range of ways - by telephone, on-line, and through face-to-face appointments.

The EAP is available at any time of the night or day, 365 days of the year.

##### Website

Our EAP also offers access to Optimise, a wellbeing assessment that you can take at any time. It provides personalised wellbeing information tailored to your responses and has an extensive library of wellbeing information, that can be accessed at any time, including videos, podcasts, and Ted Talks.

It also gives access to 'The Big Five' assessments. 'The Big Five' is a set of assessments that aim to indicate an individual's risk of developing the top five non-infectious diseases: cancer, cardiovascular disease, Type 2 diabetes, lung disease, and dementia.

Please see details below on how to access:

[murphy.optimise.health](http://murphy.optimise.health)



#### HEALTH & WELLBEING

Mental Health  
Physical  
Bereavement  
Alcohol & drug misuse  
Trauma



#### MONEY WORRIES

Debt  
Gambling  
Financial  
Wellbeing



#### WORK / LIFE

Bullying & Harassment  
Career/job stress  
Sickness absence  
Management support  
Sickness absence  
Work/life balance  
Personal effectiveness



#### CONSUMER & LEGAL

Family  
Neighbours  
Crime



#### CARERS

Childcare  
Eldercare



#### FAMILY & HOME

Relationships  
Children  
Social



## IN FOCUS

This month our campaign focus is cancer. We are currently building a hub which will hold lots of useful information on different types of cancer as well as:

- Signs and symptoms
- Testing
- Treatments
- Support
- Living with cancer



If you need support please contact Macmillan <https://www.macmillan.org.uk/>

## GET INVOLVED...

We all need to look out for our own and our buddies' mental health... easier said than done...

Did you know here at Murphy we currently have 170 Mental Health First Aiders (MHFAs)?

### What is a MHFA?

A MHFA is someone who is trained to be an established port of call within our business. They are there to offer support and information to employees who are experiencing mental health issues.

### What can you do?

- Reach out for support if you are feeling below par
- Approach a colleague who you think is feeling below par and if they are, signpost them to a MHFA for support.
- Become a MHFA yourself – you will learn about mental health and develop skills that will support your whole life – in and out of work. Contact Ann Marie Coulthurst for details.



## MURPHY HEALTH AND WELLBEING

A cross company group meets regularly to share information and set the priorities for Health and Wellbeing being at Murphy. Our focus is on Health Surveillance and Absence. The reason for these priorities is that these two areas provide the foundations of an effective approach – we need to know if our work is causing 'slow accidents' and if there is anything we can learn / support we can put in place to help you. If you have a period of absence you will be asked why, this is so that we can use this information to help improve our support for you... please help us to help you!

**HEALTH AND WELLBEING**



**CARERS**

Are you, or is someone in your team, a carer outside work? If you are then we encourage you to complete the carer section on Success Factors.



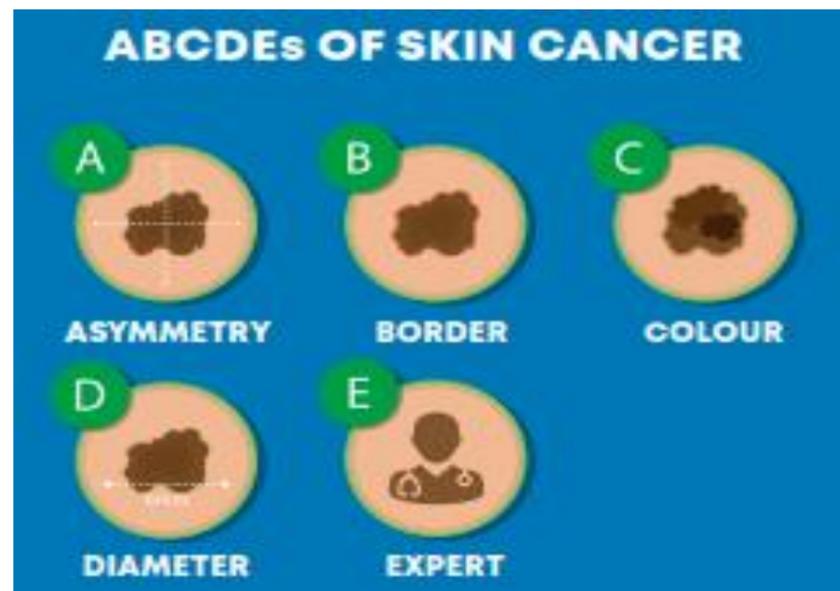
**WELLBEING WORDS**



- Achievement
- Anxiety
- Biosymm
- Care
- Change
- Connection
- Counselling
- Depression
- Emotions
- Empathy
- Eudoxia
- Exercise
- Family
- Friendship
- Gratitude
- Happiness
- Health
- Mentalhealth
- Mind
- Mindfulness
- Mindmatterscards
- Optimism
- Physiotherapy
- Positivity
- Prevention
- Purpose
- Recover
- Relationships
- Relaxation
- Resilience
- Safety
- Selfcare
- Selfesteem
- Stigma
- Stress
- Stretching
- Support
- Vibes
- Wellbeing

**MELANOMA SKIN CANCERS – WHAT TO LOOK OUT FOR**

Melanoma is the most serious form of skin cancer. It begins in the pigment cells that produce skin colour. Most melanomas can be treated successfully if they are detected early. Since most pigment cells are in the skin, most melanomas start on the skin. Over 70% begin in, or near, an existing mole or dark spot on the skin. It is important that you know the size, colour and location of moles on your body so that you notice changes in existing moles or the appearance of new moles. Some 'birthmarks' can also develop into melanomas. Ordinary moles are evenly coloured, have sharply defined edges and are round or oval in shape. They can be flat or raised and are less than 6mm in diameter. Melanomas have an irregular appearance and are usually larger than an ordinary mole.



**NON MELANOMA SKIN CANCERS**

There are two main types of non melanoma skin cancer – basal cell carcinoma (BCC) and squamous cell carcinoma (SCC). A history of sunburn or recreational exposure to sunlight increases the risk of BCC. Risk is especially high if you had several episodes of sunburn in childhood. The risk is mainly linked to overall sun exposure through your life. This means that outdoor workers such as farm workers, gardeners and construction workers have an increased risk of non melanoma skin cancer. It can appear as: 1. A spot or sore that does not heal within four weeks. 2. A spot or sore that continues to itch, hurt, scab, crust or bleed for more than four weeks. 3. Areas where the skin has broken down or become an ulcer, you can't think of a reason for this change and it does not heal within four weeks.