

# TOP 10 TIPS

## For line managers

- 1 Be sensitive to your employee's needs.**

Every person has a different cancer experience. Cancer treatments, and physical and emotional reactions to cancer, will vary from person to person. What may be best for one employee may not suit another. Make time to understand your employee's individual needs.
- 2 Respect your employee's right to privacy.**

If your employee wants others in the organisation to know that they have cancer, ask them how they'd prefer this to happen. Also ask them whether or not they'd like you to keep in touch if they are off work for a while. Decide together on the best way to do this.
- 3 Listen, understand and ask.**

Listen to your employee without judgment and try to understand their situation. It's fine to ask questions when they are sharing information with you.
- 4 Check guidelines and policies.**

Check if your organisation has any guidelines and policies to provide support to your employee and to you. These may cover sickness absence, long-term conditions, time off work and occupational health policies.
- 5 Be prepared to make adjustments.**

Cancer is legally defined as a disability. So you may need to make reasonable adjustments, just as you would with any other disability. These are changes to the workplace or working arrangements that allow someone with a disability to work. Your HR department or occupational health service, if you have them, can offer advice.
- 6 Recognise the impact on your team.**

Be aware of the impact that an employee's cancer diagnosis can have on the wider team, the rest of your colleagues and, of course, on you. If you feel you need more support, ask your own line manager, your HR department or call the Macmillan Support Line on **0808 808 00 00**.
- 7 Check financial entitlements.**

Find out whether your organisation has policies for giving financial support to those off work, including occupational sickness pay. You may also want to check if there are any further benefits that could help your employee.
- 8 Respect carers' rights at work.**

Keep in mind that employees who are caring for a person affected by cancer may need your support too. Be aware that the information here also applies to carers.
- 9 Discuss a return to work plan.**

If your employee needs to take time off work, talk with them about a return to work plan. This will help to identify any further support that might be needed before, during and after cancer treatment. This may include a phased return to work or gradually handing over work. You could also consider flexible options for working hours to support your employee's well-being.
- 10 Don't forget, Macmillan is here to help.**

Don't forget that Macmillan Cancer Support is here to help everyone affected by cancer, including family, friends, carers and employers. If you or your employees have questions about cancer, call the Macmillan Support Line free on **0808 808 00 00** or visit [macmillan.org.uk/work](http://macmillan.org.uk/work)