



STAFF MENTAL HEALTH AND WELLBEING POLICY

Policy Purpose

Our Mental Health policy outlines our provisions to prevent and address mental health issues among our employees.

Mental health is just as important as physical health. Mental illness may be detrimental to a person, as it impacts happiness, productivity and collaboration. Mental health issues may affect companies, in the form of:

- Turnover
- Absenteeism
- Poor employee performance
- Employee substance abuse
- Work-related accidents
- Workplace violence or harassment

With this policy, we aim to support our employees and create a healthy and happy workplace. We want everyone to feel appreciated and be treated fairly.

Scope

This policy applies to all our employees. The Senior Management Team is primarily responsible for communicating this policy and overseeing its implementation.

Our policy starts by seeking input from all stakeholders. We will consult employees, senior management and mental health professionals to develop and revise our policy.

Policy Elements

What are Mental Health Issues?

Mental health issues in the workplace are any conditions that affect employees' state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues. Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g. increased blood pressure, lethargy, changes in eating habits.)

Factors that Cause Mental Health Issues

Employees may experience mental health issues for various reasons that an employer cannot control (e.g. hereditary, family conflicts, general health.) But, there are also work-related reasons for mental health problems, including:

- Job insecurity.
- Excessive pressure.
- Work-life imbalance.
- Lack of appreciation.
- Hostile workplace conditions.
- Unsatisfactory job or workload.
- Unpleasant relationships with colleagues or managers.

To every extent possible, our company's leaders aim to recognise and address cases of workplace pressures that contribute to mental health issues.

Company Actions

We aim to:

- Treat mental illness seriously.
- Identify issues proactively and resolve them.
- Support employees who face mental health problems.
- Create pleasant workplaces in collaboration with managers, employees and health experts.

Internal Support

As a way to prevent employee distress, we will set up internal support such as:-

- Open communication
- Staff well-being champions
- Mental health first aiders
- MOT and staff health checks
- Work from home/flexible hours
- Parental leave/short-term disability leave

This list isn't exhaustive. Our aim is to preserve a harmonious workplace where employees can enjoy their work and balance their jobs with their personal lives. All managers must ensure the company adheres to these policies.

Mental Health Awareness

We want to raise mental health awareness and combat the stigmas associated with them. To do this, we will:

- **Host information sessions** - We will schedule workshops for managers and employees explaining important elements of mental health.
- **Keep employees informed** - We will ensure we keep all staff informed of mental health and wellbeing updates

Job-Related Issues

Issues related to work, compensation, job insecurity and work-life balance can heavily burden our employees. In these cases, we encourage our employees to speak to our mental health professional about how to handle their individual situations better. Additionally, we encourage open communication between employees and managers. If employees have a work-related problem, they should speak openly to their managers. Managers are in turn obliged to listen to their employees and should search for a mutually satisfying solution together.

Managers' Responsibilities

Managers should also proactively identify mental health issues among their employees. If they perceive that an employee is in a state of emotional or psychological distress, they should reach out to them.

- If an employee has work-related problems, managers should come up with a solution.
- If an employee has issues collaborating with colleagues, managers should meet with concerned employees and serve as mediators. If the problem is severe (e.g. violence, harassment, victimization), managers should contact a member of the Senior Management Team.
- If an employee's problems are personal or the employee refuses to discuss them, managers should encourage them to contact our mental health professional.

Compliance with the Law

The law protects employees who suffer from medical conditions (e.g. clinical depression) or mental disorders (e.g. schizophrenia) Consistent with our non-discrimination practices, we will treat these employees fairly and we won't oblige anyone to disclose their condition or other medical information. Instead, we will attempt to support employees who come to us with mental health issues and establish strategies that apply to everyone. Also, we will make reasonable accommodations for people with mental disabilities (e.g. flexible work hours.)

Useful Links

Here is some useful links to supportive agencies

Samaritans <https://www.samaritans.org/how-we-can-help/contact-samaritan/>

Mind UK <https://www.mind.org.uk/>

For Young People www.kooth.com
www.youngminds.org.uk
www.keep-your-head.com

Document Control

This policy will be reviewed annually or earlier if deemed necessary

Date Last Reviewed: July 2021

Date to be Reviewed: January 2022

Authorised By

Signed



Sharon Chaffe
Managing Director