

# Mental Health & Wellbeing Policy

PHX116

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# Introduction

Mental ill health and stress are associated with many of the leading causes of disease and disability in society. Promoting and protecting the mental wellbeing of the workforce is important for an individual's physical health, social wellbeing, and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

Important aspects of mental health and wellbeing includes providing information and raising awareness, providing management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice, and support to anyone experiencing a mental health problem or returning to work after a period of absence due to a mental health problem.

## Policy Statement

The organisation is committed to the protection and promotion of the mental health and wellbeing of all staff.

The organisation shall continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.

The organisation shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.

## Policy Aim

To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

## Scope

This policy will comply with Health & Safety legislation and best practice guidelines and will be developed in accordance with existing organisational policies and procedures.

This policy will be embraced at all levels of the company, developed, and implemented across departments, evaluated and reviewed as appropriate.

## Policy Objectives

To develop a supportive culture, address factors that may negatively affect mental wellbeing and to develop associated management skills.

### Actions

- The Wellbeing Network will organise activities to promote good mental health and wellbeing
- Staff Welfare & Employee Engagement Manager will make regular contact with employees to discuss their wellbeing.
- Reduce discrimination and stigma by increasing information, awareness and understanding of subjects such as anxiety, mental health conditions, menopause etc.
- Include information about mental health policy in the staff induction
- Provide opportunities for employees to look after their mental wellbeing through physical activity, stress reducing activities and social events
- Provide systems that encourage predictable working hours, reasonable workloads, and flexible working practices where appropriate
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training, and adequate resources to do their job
- Manage conflict effectively and ensure that the workplace is free from bullying, harassment, discrimination, and racism
- Establish good two-way communication to ensure staff involvement particularly during periods of change
- Ensure a physical environment that is supportive of mental health and wellbeing including an ergonomically designed workstation with appropriate lighting, noise levels, heating, ventilation, and adequate facilities for rest breaks
- Promote and support opportunities to enhance professional development identified through one-to-one's and discussion
- Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress, and change.

## To Provide Support For Employees Experiencing Mental Health Problems

### Actions

- Ensure that individuals suffering from mental health problems are treated fairly and consistently

- Manage the return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due identified risks or other factors
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a strictly “need to know” basis

## To Encourage The Employment Of People Who Have Experienced Mental Health Problems

### Actions

- Show a positive and enabling attitude to employees and job applicants with mental health issues
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and are trained in appropriate interview skills
- Ensure that managers have support and information about managing mental health within the workplace
- All employees have access to the Welfare manager as required. The Welfare manager will conduct regular welfare calls to employee's when required.

## Communication

All employees will be made aware of the mental wellbeing policy and the support available.

The Wellbeing Network will take forward the actions from this policy. Regular updates will be provided to all employees via management.

## Review and Monitoring

Employees participating in any of the mental wellbeing activities will be asked for feedback. The HR department will be responsible for reviewing the mental wellbeing policy and will determine its effectiveness.

The policy will be reviewed annually from implementation.

## Version Control

<u>Author</u>	<u>Version</u>	<u>Date</u>	<u>Description</u>
Trevor Hutchinson	1.0	04/02/2022	Original Document
Trevor Hutchinson	1.0	03/02/2023	Annual Review – no changes

## Document Approval

<u>Name</u>	<u>Version</u>	<u>Date</u>	<u>Position</u>
Sam Mudd	1.0	04/02/2022	Managing Director
Clare Metcalfe	1.0	03/02/2023	Operations Director

Signed: *Clare Metcalfe* Clare Metcalfe, Operations Director

Dated: 03/02/2023