



# 33. Mental Health and Wellbeing Policy

**Reviewed By:** Melissa Munnich

**Review Date:** 31st October, 2024

At Woodhurst, we recognise the importance of mental health and are committed to providing an inclusive work environment where all employees feel safe and supported. This policy outlines our approach to mental health and wellbeing, ensuring that all employees have access to the resources and support they need.

## 33.1 Understanding Mental Health

Mental health encompasses our emotional, psychological, and social well-being, affecting how we think, feel, and act. It influences how we handle stress, relate to others, and make decisions. Mental health issues can affect anyone at any time and manifest differently in each individual. It's important to acknowledge that mental health is just as important as physical health and requires similar attention and care.

## 33.2 Open and Sensitive Communication

Woodhurst is committed to creating an environment where mental health can be discussed openly and sensitively. We understand that talking about mental health problems can be difficult, and we aim to support employees through:

- Encouraging open dialogue about mental health without stigma.
- Providing training for all staff on how to discuss mental health issues sensitively and appropriately.

### 33.3 Mental Health Training

To ensure that our staff are equipped to handle mental health issues effectively, Woodhurst provides the following training:

- **Managers:** Training on recognising signs of mental health issues, conducting supportive conversations, and managing mental health-related absences.
- **Mental Health First Aiders:** Some of our employees are trained in mental health first aid and other mental health support skills. For more information on mental health first aiders and their training, please reach out to James Silk ([james.silk@woodhurst.com](mailto:james.silk@woodhurst.com)), refer to our Notion page, or consult our Employee Directory.

### 33.4 Available Support

Woodhurst is dedicated to providing comprehensive support for mental health, including:

- **Internal Support:** Access to trained mental health first aiders, regular wellbeing check-ins, and confidential sessions with HR ([melissa.munnich@woodhurst.com](mailto:melissa.munnich@woodhurst.com)), or If you have Vitality health insurance, you can refer yourself for therapy by logging into Member Zone<sup>1</sup>. Vitality health insurance includes eight online or face-to-face Talking Therapy sessions each plan.
- **External Support:** Information on and referrals to external mental health resources, including local mental health organisations, helplines, and healthcare providers.
- For internal and external support, please refer to our Notion page and Manager Hub. If you require further assistance, please reach out to Melissa ([melissa.munnich@woodhurst.com](mailto:melissa.munnich@woodhurst.com)), James ([james.silk@woodhurst.com](mailto:james.silk@woodhurst.com)), or your Line Manager.

### 33.5 Wellbeing Benefit

Woodhurst offers a wellbeing benefit of £350 to support our employees' mental health and wellbeing. This benefit can be used for (but is not limited to) activities or services related to mental health that are not covered by our private medical care with Vitality, for more information or ways to spend your wellbeing benefit please see our [Wellbeing Benefit](#) page. Please note that Woodhurst reserves the right to change or withdraw this benefit at any time.

### **33.6 Time Off for Mental Health**

If an employee needs time off due to mental health reasons, the following steps will be taken:

- Employees should inform their Lined Manager or HR ([melissa.munnich@woodhurst.com](mailto:melissa.munnich@woodhurst.com)) as soon as possible.
- A plan will be developed to support the employee's return to work, tailored to their individual needs and circumstances.

Woodhurst views mental health and physical health as one in the same. Our policy for time off for mental health mirrors our policy for time off for physical health

### **33.7 Return to Work Process**

When an employee is ready to return to work after a mental health-related absence:

- A return-to-work meeting will be conducted to discuss any adjustments or support needed.
- A phased return may be considered, if appropriate, to ease the transition back to work.
- Ongoing support and regular check-ins will be provided to ensure the employee's continued wellbeing.

Please see our [Returning to Work Checklist](#) for support on returning to work

### **33.8 Confidentiality**

Conversations about mental health will be treated with the utmost confidentiality:

- Information will only be shared with those who need to know, and only with the employee's consent.
- Records of discussions will be kept secure and confidential.

Please note if we believe the individual is at risk of harming themselves or others, we will notify the correct services (emergency services, police, etc). We will make you aware who and what service we are sharing your information with.

### **33.9 Addressing Concerns**

If an employee has concerns about how they have been treated regarding their mental health:

- They are encouraged to speak to their manager, HR representative, or a mental health first aider.
- If the issue is not resolved, they can follow the company's formal grievance procedure.

### **33.10 Policy Review**

This mental health policy will be reviewed yearly, upon request, or when new laws and regulations prompt a review. The review will be conducted by the HR and Operations department, in consultation with mental health professionals and employee representatives, if appropriate, to ensure it remains relevant and effective. For more information about the review process or to request a review, please reach out to Melissa Munnich ([melissa.munnich@woodhurst.com](mailto:melissa.munnich@woodhurst.com))