



## Mental Health Policy Statement

We recognise that mental health is a continually varying, rather than fixed, state. As with physical health, it can be affected to a greater or lesser degree, with short or longer term symptoms which may be self-recovered or may need supported changes to life and environmental factors.

### **Aims**

To recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. As an employer we aim to create and promote a culture where employees are able to talk openly about their job and mental health problems and to report difficulties without fear of discrimination or reprisal.

### **Objectives**

To tackle workplace factors that may negatively affect mental wellbeing, to develop management skills to promote mental wellbeing and to manage mental health problems effectively where these manifest at work, even if they are not caused by work.

To provide support and assistance for employees experiencing mental health difficulties.

To show a positive and enabling attitude to employees and job applicants with mental health issues, within the context of their role.

### **Responsibilities and Commitment**

Everyone has a responsibility to contribute to making the workplace mental wellbeing policy effective.

Directors and Managers have a responsibility to:

- Monitor the workplace, identify risks then work to eliminate or reduce them as far as reasonably practicable;
- Ensure good communication between management and staff, particularly regarding organisational and procedural changes;
- Assist and support employees who are known to have mental health problems or are experiencing acute stress outside work – for example due to bereavement or separation;
- Ensure staff are provided with the resources and training they need to carry out their job;
- Monitor workloads, avoid overloading people and ensure staff take holiday entitlements;
- Organise training and awareness of workplace mental wellbeing;
- Provide advice and support to employees and managers in relation to this policy;
- Monitor levels of absence through mental health problems including stress-related illness.

Employees have a responsibility to:

- Raise concerns with their line manager, human resources or mental health first aider;
- Accept opportunities for counselling when recommended;
- Look out for each other and encourage colleagues to seek support when needed.

### **Periodic review**

The Directors will be responsible for reviewing the workplace mental wellbeing policy and for monitoring how effectively the policy meets its aims and objectives. Indicators to measure effectiveness may include: working hours and patterns; accidents at work; staff complaints; absence levels; staff turnover; employee surveys; early retirement through ill health; exit interviews.

The policy will be reviewed annually to ensure that it remains relevant.

Tim Webber  
Chairman & Managing Director  
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