



Mental Health & Wellbeing Policy

1. Purpose

The purpose of this policy is to create and maintain a workplace environment that actively promotes mental health, supports employees experiencing mental health challenges, and reduces stigma associated with mental illness.

We recognise that mental health is as important as physical health and that a supportive workplace benefits both individuals and the organisation as a whole.

2. Scope

This policy applies to all employees and contractors regardless of role, seniority, or location. It covers all aspects of work, including recruitment, training, performance management, and day-to-day operations.

3. Our Commitment

We are committed to:

- Promoting a culture of openness, respect, and understanding around mental health.
- Providing access to resources, training, and support to help employees maintain good mental wellbeing.
- Ensuring that mental health is considered in all relevant organisational decisions.
- Offering reasonable adjustments to support employees experiencing mental health difficulties.
- Encouraging early intervention to prevent issues from escalating.
- Complying with all relevant legislation, including equality and health and safety laws.

4. Definitions

- **Mental Health:** A state of wellbeing in which an individual can cope with normal life stresses, work productively, and contribute to their community.
- **Mental Illness:** A diagnosed condition that affects a person's thinking, feeling, behaviour, or mood.
- **Wellbeing:** A holistic state encompassing mental, emotional, and social health.

5. Roles and Responsibilities

- **Senior Leadership:** Champion mental health initiatives, allocate resources, and ensure policy compliance.
- **Managers:** Maintain awareness of mental health issues, respond sensitively to concerns, and support staff through adjustments and referrals.
- **Employees:** Take reasonable steps to care for their own wellbeing, seek help when needed, and treat colleagues with respect and empathy.
- **HR/Wellbeing Leads:** Provide guidance, maintain confidentiality, coordinate wellbeing programmes, and monitor policy effectiveness



6. Support and Resources

We will provide:

- Access to an Employee Assistance Programme (EAP) offering confidential counselling and advice.
- Trained Mental Health First Aiders within the organisation.
- Wellbeing workshops, webinars, and awareness campaigns.
- Flexible working arrangements where appropriate.

7. Early Intervention & Crisis Response

- Encourage employees to speak up early if they are struggling.
- Provide prompt support and adjustments to prevent deterioration.
- In crisis situations, ensure immediate safety, involve trained personnel, and connect the employee with professional help.

8. Confidentiality

All disclosures will be treated with sensitivity and confidentiality. Information will only be shared with relevant parties on a strict need-to-know basis, and with the employee's consent wherever possible.

9. Training & Awareness

- All managers will receive training on recognising signs of mental distress and responding appropriately.
- All employees will have access to mental health awareness sessions.
- Annual campaigns will promote understanding and reduce stigma.

10. Monitoring & Review

This policy will be reviewed annually, or sooner if required, to ensure it remains relevant and effective. Feedback from employees will be actively sought to improve our approach.