

# MENTAL HEALTH AND WELLBEING POLICY

## Introduction

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' 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, 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 mental health problems.

## Statement of Intent:

L Lynch is committed to the protection and promotion of the mental health and wellbeing of its staff.

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

We will also 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. Therefore, we will foster a culture of care and concern for people, which expects that everyone assumes responsibility for their own and others wellbeing.

## Scope:

This policy will

- comply with Health and Safety legislation and best practice guidelines.
- be developed in accordance with existing organisational policies and procedures.
- be owned at all levels of the company, developed, and implemented across all departments, evaluated and reviewed as appropriate.

## Policy Objectives

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

*Policy actions:*

Reduce discrimination and stigma by increasing awareness and understanding.

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Complete an employee survey to identify mental health needs.

Give employees information on and increase their awareness of mental wellbeing.

Include information about the mental health policy in the staff induction programme.

Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.

Promote the **ALGEE** Action Plan

- **A** – approach, assess for crisis, assist with crisis
- **L** – listen and communicate non-judgementally
- **G** – give support and information
- **E** – encourage appropriate professional help
- **E** – encourage other supports

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 the workplace is free from bullying and harassment, discrimination, and racism.

Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.

Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.

Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.

Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation, and adequate facilities for rest breaks.

Promote and support opportunities to enhance professional development, identified through personal development reviews (PDRs).

Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management through attendance of the Mental Health First Aid England training course.

## **2. To provide support for employees experiencing mental health difficulties.**

*Policy actions:*

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

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Manage 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.

Give non-judgemental and pro- active support to individual staff that experience mental health problems such as counselling, Cognitive Behavioural Therapy (CBT) etc.

Ensure employees are aware of the support that can be offered through occupational health department, Employee Assistance Programme (if applicable) or alternatively their own GP, or a counsellor.

Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to 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 'need to know' basis only with consent from the individual concerned.

### **3. To encourage the employment of people who have experienced mental health problems.**

#### *Policy actions:*

Show a positive and enabling attitude to employees and job applicants with mental health issues. This includes having positive statements in recruitment literature.

Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act and are trained in appropriate interview skills.

Ensure all line managers have information and training about managing mental health in the workplace.

### **4. To recognise that workplace stress is a health and safety issue.**

#### *Policy actions:*

Adopt the principles of the HSE Stress Management Standards for employees or groups of employees that it is felt may be affected by stress.

Provide training for our managers and supervisors so that they can confidently and effectively manage employees who report work stress, which impacts on their mental wellbeing.

Help Managers to conduct department and individual employee work impact assessments, to identify any potential or reported work related stress triggers.

Support managers to develop action plans, where work has been found to contribute to work stress and monitor the effectiveness of these interventions.

To provide access to specialist Occupational Health advice and support, in the event of work-related stress impacting on mental health and work attendance.

Align with other relevant policies such as physical activity, alcohol, and absence management.

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**Communication**

All employees will be made aware of the Mental Health and Wellbeing policy and the facilities available. This policy will be included in the employee handbook and will be covered at induction.

The Compliance Team will take forward the actions from this policy.

Regular updates will be provided to all employees via their line management.

**Review and monitoring**

Employees participating in any of the mental health and wellbeing activities will be regularly asked for feedback.

The mental health and wellbeing activities will be included in an annual 'health at work audit'.

The policy, status updates and evaluation reports will be circulated to management and be available on request through the workplace health champion.

This policy will be communicated to all employees and organisations working on our behalf, displayed at our offices, on our intranet and is available to defined interested parties.

This policy will be reviewed annually or sooner by senior management to ensure its suitability. Where necessary it will be amended, reissued, and communicated to all employees and people working on its behalf.



Liam Lynch, Managing Director

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