

Business Management System

Section 10: Occupational Health

Part 15 – Mental Health Policy

Document Record		
Rev	Changes	Date
1	Original	1 st September 2023
2	Review	30 th August 2024
3	Review	1 st September 2025

Mental Health Policy

As an employer we aim to create and promote a workplace environment that supports and promotes the mental wellbeing of all employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, and environmental and social conditions that have the potential for psychological as well as physical harm.

We aim to give employees information on and increase their awareness of mental wellbeing and provide opportunities for employees to look after their mental wellbeing through:

- Giving all staff the opportunity to influence how they do their jobs, scope for varying their working conditions as far as possible, and opportunities to develop and fully utilise their skills.
- Set employees realistic targets that do not require them to work unreasonable hours.
- 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.

We will also ensure any individual suffering from mental health problems is treated fairly and consistently and not made to feel guilty about their problems and will actively investigate the contribution of working conditions and other organisational factors to mental ill health and remedy this where possible.

In cases of long-term sickness absence, put in place, where possible, a graduated return to work. And make every effort to identify suitable alternative employment, in full discussion with the employee, where a return to the same job is not possible due to identified risks or other factors.

We will 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.

A handwritten signature in blue ink, appearing to be 'J Spinks'.

Jamie Spinks, Director

1st September 2025