

## Workplace Mental Health and Wellbeing Policy

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.

Many factors in the workplace influence the mental wellbeing of individual employees. Understanding and addressing the factors which affect people's mental wellbeing at work have a wide range of benefits, both for individuals and the organisation. 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.

This workplace mental wellbeing policy covers the following aspects of mental health and wellbeing:



### **Awareness**

Bell Contracting will promote the awareness of mental wellbeing of all employees through;

- ✓ Providing information and raising awareness about mental health.

- ✓ Providing opportunities for employees to look after their own mental wellbeing.

## **Management**

Bell Contracting will assist managers and supervisors to;

- ✓ Promote the mental wellbeing of employees
- ✓ Deal with mental wellbeing issues swiftly and effectively.

## **Support**

Bell Contracting will provide support to employees by;

- ✓ Providing a work environment that promotes and supports mental wellbeing for employees.
- ✓ Offering advice and support to employees who are experiencing mental health issues while in employment.
- ✓ Support employees and aid their return to work after a period of absence due to mental health problems.

## **Employment**

Bell Contracting will help employees get back to work after a period of absence due to mental unwellness through;

- ✓ Making reasonable adjustments, suitable for the company and the employee.
- ✓ Retaining employees who develop a mental health problem, without detriment to either party.

## **Review**

- ✓ Bell Contracting will review this policy annually to ensure it is relevant and fit for purpose.
- ✓ Bell Contracting will continue to review general practices to ensure the policy is being effectively communicated and effectively managed.

## **Scope**

This policy applies to every person within Bell Contracting and K W Bell Group.

The implementation of this policy will also support the other health and safety policies within the organisation e.g. drug and alcohol policy, young person's safe guarding policy and return to work policy.

## **Objectives**

These objectives have been developed to assist managers in our efforts to support and prevent mental health issues in the workplace.

Give employees information to increase their awareness of mental wellbeing.

Provide opportunities for employees to improve their mental wellbeing through the promotion of social events and physical activities.

Provide adequate training for employees (including a comprehensive induction) and promote personal development.

Give employees realistic targets that do not require them to work unreasonable hours.

Ensure employees have a clearly defined job description and ensure they are fully aware of their roles and responsibilities.

Manage conflict effectively and prevent bullying, harassment, discrimination and racism in the workplace.

Establish trust and two-way communication throughout the organisation.

Create and promote a culture where employees feel able to talk openly about their job and mental health issues without fear of reprisal or judgement.

Give non-judgemental support for individuals who are experiencing mental health issues.

Deal sympathetically with employees suffering from mental health problems.

Ensure individuals suffering from mental health problems are treated fairly and are given the correct support.

Encourage those suffering with mental health problems to consult with their own GP or counsellor of their choice.

Investigate the contribution of working conditions to mental health problems and remedy where possible.

In case of long-term absence, encourage a gradual return to work that is adequately risk assessed.

Treat all matters relating to individual employees and their mental health in the strictest confidence and share only on a 'need to know' basis.

Show a positive attitude to applicants with mental health issues, making it clear during the recruitment process that employees who disclose mental health issues are not discriminated against.

This policy is supportive of the Disability Discrimination Act.

Do not make the assumption that a person with mental health problems will be more vulnerable to workplace stress or be unable to work to the same standards as others.

The Wellbeing Committee will be responsible for reviewing the policy and for monitoring how effectively the policy meets its objectives.

Measurable indicators will be;

- Accidents at work
- Staff complaints
- Sickness levels
- Employee surveys
- Staff turnover.

### **Responsibilities**

#### Management

Monitor workplace activities, identify hazards and take steps to eliminate or reduce so far as reasonably practicable.

Ensure there is good communication on site particularly when there is an organisational or procedural change.

Assist and support employees with mental health problems.

Monitor workloads and working hours and encourage employees to take their holiday entitlement.

#### Employees

Raise issues of concerns and seek help from their line manager, safety department or wellbeing representative.

Accept help, support and guidance when given.

Raise concerns when colleagues are presenting symptoms of mental health issues or have had a significant change in personality or work behaviours.

The policy will be reviewed annually from the date below.

Date:

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Signature:

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