

WORK PLACE MENTAL HEALTH POLICY

POLICY STATEMENT

As an organisation and Employer, we believe that the mental well-being of our employees is important. Our aim is to ensure all employees are able to maintain their positive mental well-being while at work. Additionally, we are committed to ensuring our work process and job design does not impact negatively upon the mental health of our employees.

Central to this principle, we believe that good mental health both in and out of the working environment is of benefit to our employees and our business. We aim to promote good mental well-being amongst our workforce and to support those employees who intervention in order to deal with any mental health issues they may have.

Although we have no control over the life of our employee outside of the workplace, we hope that the promotion of good mental well-being will have a positive influence on their lives both inside and outside of work.

Aims

As an organisation we aim to:

- Create an environment that supports and encourages good mental health amongst our employees.
- Monitor our work processes and job design to ensure it does not impact negatively upon the mental health of our employees.
- Educate the workforce about the advantages of good mental well-being and its influence over the quality of working and personal life.
- Encourage and create a positive environment around mental health which will enable all employees to safely disclose any mental health problems they may have or develop in a confidential manner.
- Provide appropriate support for all employees suffering from mental health and associated problems.
- Reduce levels of sick leave as a result of increased healthy mental wellbeing amongst employees.
- Demonstrate that the workforce is valued and the work life balance is respected by the support of good mental health and physical activity initiatives led by the Company.
- Evolve job design and equipment to remove mental health risks in the workplace wherever possible.
- Eliminate from the workplace, things which can have detrimental effect on our employees wellbeing.

Examples of these are:

- Bullying
- Harassment
- Discrimination (sexual, religious, political, ethnicity)

- Victimisation
- Work related stress.

To successfully implement this policy, we will

- Ensure through our recruitment processes that no one is disadvantaged in obtaining employment or progressing in the Company on the grounds of their mental health.
- Provide employee information on the benefits of good mental health awareness.
- Link to local and national campaigns on mental health
- Encourage early reporting of any issues in the workplace which may affect an employee's mental health.
- Encourage early reporting of any existing mental health issues which our employees may be suffering from in order for us to be able to provide confidential support and any workplace adjustments in a timely fashion.
- Support employees to identify, deal with or prevent mental health issues.
- Link this policy to other health and wellbeing policies that can have a positive impact on health and wellbeing

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	11 th May 2024	Annual	12 th May 2025	