PIONEER
DESIGN & BUILD LIMITED

Mental Health Policy

Effective Date: 01/04/2025
Next Review Date: 01/04/2028
Approved By: Robert Pearson

DOCUMENT HISTORY

REV	DATE	DESCRIPTION	APPROVED BY
V1	01/04/2025	Mental Health Policy	RB

This policy is fully endorsed by the Directors' and is publicly available.

Robert Pearson

Managing Director



Signed: .....

Date: 01/04/2025

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Our Aim

Our Mental Health Policy outlines us to prevent and address Mental Health issues among employees. Mental Health is as important as Physical Health. As an employer we aim to create a happy and healthy environment where employees can talk openly about their job and Mental Health problems.

Responsibilities

Directors and Line Managers have responsibilities to:

- Monitor the workplace and to identify and reduce any risks where possible.
- Monitor absences due to Mental Health within the workplace.
- Provide advised and support to employees where needed and provides solutions for support.
- Apply effective communication between employees, Directors and Line Managers.
- Avoid work overload by monitoring employee's workload and monitoring annual leave ensuring staff take annual holiday entitlement.
- If employees do not want to talk about their Mental Health issues, they should advised employees to seek advised from a Mental Health professional and organisation.

Directors will be responsible for reviewing and updating the Mental Health Policy. This will be done annually to ensure implementation and relevance.

Employees

- Raise Concerns with your Mental Health First Aider, Directors or Line Manager. Regarding their own or a colleague's health and wellbeing.
- Except help, support and advised from your Mental Health First Aider, Directors or Line Managers.
- All employee's have access to the Wisdom Welfare App

Help

If an employee comes forward voluntarily and seeks help from your Mental Health First Aider, Directors and Line Managers, they will be given help and support by the company. The company will always treat employees with dignity. The people who will be informed will be Directors, Line Managers and Mental Health first aider. Any discussions will be in strict confidence.