

## **Mental Health Policy**

### **Our Aim**

Our Mental Health Policy outlines our 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 are able to 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 work place.
- 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 employees 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 their with Directors or Line Manager. Regarding their own or a colleagues health and wellbeing.
- Except help, support and advised from Directors or Line Managers.

### **Help**

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