	NAME	<b><u>Mental Health Policy</u></b>
	REF	PS-003-WB
	ISSUE DATE	14/04/2025
	REVISION NO	2
	PREPARE BY:	SM
	APPROVE	RM

### Policy Statement

Mental health problems are believed to be experienced by one in six adults, with mental health concerns being the second most prevalent reason for employee absence. This policy uses the term 'mental health problem' to include signs of stress and anxiety and mental health conditions that have been diagnosed by a medical professional, such as depression or PTSD.

The Company understands the positive impact that healthy and engaged employees make to the success of the business. As such, the Company pledges to provide initial and ongoing support and help for employees going through mental health problems. The purpose of this policy is to assist with creating an open and honest workplace where line managers and employees can discuss mental health problems, and to ensure the necessary support is known and offered to employees when needed.

### Legal obligations

The Company understands the role it has in ensuring that health and safety legislation is adhered to. The Company undertakes to create a safe workplace where risks to mental health and wellbeing are limited as far as possible. Additionally, the Company understands the protection employees with a disability have against discrimination, including the obligation for employers to introduce reasonable adjustments for disabled employees.

### Recruitment

It is not advisable for the Company to ask applicants regarding their health issues at the initial recruitment stage, in order to ensure potential employees are not discriminated against because of their mental health history.


### Indicators

To prevent mental health problems escalating, early intervention is important. In many cases, obvious indications that an employee is suffering from a mental health problem may not be present, however, early signs can include:

- behavioral, mood or temperament changes, especially when communication with others;
- decrease in productivity and focus;
- inability to make decisions and problem solving;
- showing signs of tiredness or being withdrawn and unable to take part in hobbies they usually participate in;
- reducing intake of food or increasing intake of alcohol, cigarettes etc.

### Line manager responsibilities

When dealing with an employee with mental health concerns, line managers should be open, welcoming and friendly. They should invite the employee to regular private meetings and ask them to talk openly about their mental health problems. The line manager should not make presumptions about how the mental health problem is impacting on the employee personally and

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professionally. Initial action should be to check how the employee is getting on at work, in the same manner as if the employee was suffering from a known physical health problem.

### **Employee responsibilities**

Any support required by the employee is likely to be known by the employee themselves. The Company actively encourages employees to be open and honest about their mental health and to inform their line manager of any issues at an early opportunity to allow these to be addressed. There is also an expectation on all Company employees to conduct themselves in a helpful and open-minded manner towards colleagues who have mental health problems.

### **Workplace adjustments**

A disability is defined as “a mental or physical impairment that has a substantial long-term effect on normal day-to-day activities”. The Company is legally obliged to make reasonable adjustments to an employee’s role or workplace if they have a disability that places them at a disadvantage when performing their role. The Company will endeavor to consider all reasonable workplace adjustments for any employee who is suffering from a mental health issue. The company will require a doctor’s report to ensure the right support is provided.

Examples of adjustments include:

- adjusting hours of work or the location of work, including within the building itself;
- adjusting or reallocating duties of the job role;
- making amendments to the workplace environment, for example adjusting lighting in the employee’s office;
- amending absence triggers before disciplinary action is triggered.

Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.

### **Managing absence and return to work**

Where the employee is absent by reason of their mental health concerns, their line manager will communicate with the employee on a regular basis during their absence. The employee returning to work may help with their recovery, so early intervention and support from the Company is important. The Company’s sickness absence policy will apply to the employee’s absence as normal, subject to any reasonable adjustments in place for the employee.

Upon the employee’s return from absence, a return to work plan will be discussed and agreed between the line manager and the employee to ensure necessary steps can be taken to support the employee to remain in work. This can include introducing a temporary return on amended working hours, removing stressful duties during a phased return, and providing additional workplace support as necessary.



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**Confidentiality**

Information concerning an employee's mental health is defined as sensitive personal information. All documentation and records will be stored by the HR Department and line manager.