**Mental Health & Wellbeing Policy**

Aim of the Policy:

* To create a workplace culture that promotes and supports the health and wellbeing of all staff.

Objectives:

* To create a supportive workplace culture, tackle factors that may have a negative impact on mental health, and ensure managers have the right skills to support staff.

Policy Actions:

* Give employees information on mental health issues to help raise awareness
* Deliver non-judgemental support to any staff member experiencing a mental health issue
* Give all staff access to the mental health policy
* Ensure all staff have clear job descriptions, objectives and responsibilities, as well as the training to do their job well
* Ensure good communication between managers, staff and teams
* Set realistic targets and deadlines for staff to prevent long working hours
* Check how working conditions and the organisation’s policies are having an effect on mental health
* Ensure staff members with mental health issues are treated fairly and without judgement
* Treat all matters relating to staff mental ill health in the strictest confidence, and only share information with prior consent from the individual concerned

All employees will be made aware of the workplace mental health and wellbeing policy - and the resources that are available to them. The workplace mental health and wellbeing policy will be included in the employee handbook, as well as in induction packs. It will also be promoted each year and will be available to download from the staff intranet or shared drives and servers.

Reviewing and Monitoring:

The HR department will be responsible for reviewing the workplace health and wellbeing policy, as well as monitoring its effectiveness. To ensure it stays relevant, the policy will be reviewed six months after the policy start date, then every year after that.

Signed by Company Directors:

\_\_\_\_\_\_*Kay Walsh & Damian Walsh* \_\_\_\_\_\_\_\_\_\_\_\_

*May 2023*