Mental Health & Wellbeing Policy

The need for a Mental Health & Wellbeing Policy

Today, every UK business has a duty of care requirement to look after the health and safety of employees, including their wellbeing. Yet, 3 in 5 people have had mental health issues due to work, and over 60% of employees think their employer should be doing more to address mental ill health issues. In light of this, promoting and protecting employee wellbeing in the workplace is important for every business.

There are many factors that influence the health and wellbeing of employees. Understanding and overcoming these issues can result in a range of benefits for both individuals and the wider business.

Mental wellbeing is relevant for all employees, which means every employee can play a part in improving wellbeing in the workplace. By addressing mental health issues, businesses can improve the general wellbeing of employees, reduce absenteeism and presenteeism, lower employee turnover, increase productivity and help promote the employment of those who have experienced mental health problems.

Similarly, promoting physical activity and encouraging health eating can help employees manage stress and weight loss, while also improving concentration and alertness. Employees who exercise regularly and eat a balance diet also report less illness and are more likely to recover more quickly from any illness they do get.

What this Policy covers

This workplace mental health and wellbeing policy covers the following areas:

Mental Wellbeing
Promoting mental wellbeing by:
- Providing information and raising awareness of mental health issues
- Promoting policies and actions that support mental wellbeing in the workplace
- Equipping employees with the skills to support their own mental health.

Physical Wellbeing
Encouraging physical health by:
- Promoting physical activity across the business
- Supporting a healthy, balanced diet in the workplace
- Encouraging employees to drink 6-8 glasses of water a day.

Management and Leadership
- Equipping managers and leaders with the skills to Identify and assist those with mental ill health
- Raising awareness of mental and physical wellbeing across the business.

Support for Employees
Offering support to employees by:
- Creating a culture that supports the wellbeing of all employees
- Offering help, support and guidance to those with a mental health issue
- Assisting those returning to work after a period of mental ill health.

Employment for those with Mental Health Issues
Supporting those coming back to work by:
- Making any necessary adjustments to the role/environment
- Establishing agreed recruitment practices
- Retaining and supporting employees who develop mental ill health.

Aim of the Policy

- To create a workplace culture that promotes and supports the health and wellbeing of all employees
- To support employees in regular physical exercise
- To encourage employees to make healthy eating choices.

Objectives of the Policy

1. Mental Wellbeing

a) **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 employees.**

Key actions:

- Give employees information on mental health issues to help raise awareness
- Deliver non-judgemental support to any employee experiencing a mental health issue
- The business has two mental health first aiders who can support employees with mental ill health
- Give all employees access to the mental health policy
- Deliver a thorough induction for all new starters, providing an outline of the organisation, the policies and the role they are expected to play.
- Provide ways for employees to support their own mental wellbeing, for example through stress-buster activities, lunchtime activities and social events
- Offer employees flexible working hours
- Set realistic targets and deadlines for employees to prevent long working hours
- Deal with any conflict quickly and make sure the workplace is free from bullying, harassment, racism or discrimination
- Ensure all employees have clear job descriptions, objectives and responsibilities, as well as the training to do their job well
- Ensure good communication between managers, employees and teams

b) **To provide support and guidance for any employee experiencing mental health issues**

Key actions

- Check how working conditions and the organisation's policies are having an effect on mental health
- Ensure employees with mental health issues are treated fairly and without judgement
- Encourage employees to talk to a mental health first aider, human resources, a counsellor or their GP
- If an employee has been on long term sickness absence, ensure a gradual return to work with support at each stage
- Treat all matters relating to employee mental ill health in the strictest confidence, and only share information with prior consent from the individual concerned.

c) **To encourage the employment of people who have experienced mental ill health**

Key actions

- Show a positive attitude to employees and job applicants with mental health issues, including having positive statements in recruitment literature

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- Ensure that all employees involved in the recruitment process are aware of mental health issues and the Disability Discrimination Act
- Do not assume that those with a mental health issue will be more susceptible to workplace stress, or will necessarily take more time off than other applicants
- Ensure that all line managers are supported by the mental health first aiders to manage mental health in the workplace

d) To recognise that workplace stress is a health and safety issue

Key actions

- Identify workplace stress factors/scenarios and carry out risk assessments of the business.
- Provide training in good management practices
- Offer support through qualified mental health first aiders

2. Physical Activity

a) To raise awareness of the importance of physical activity for managing stress and maintaining mental wellbeing

Key actions
- Provide leaflets and information on the importance of physical activity

b) To recognise that workplace stress is a health and safety issue

Key actions

- Map out walking trails or routes in the local area and publicise them across the business
- Provide information on local gyms, classes and sports facilities
- Encourage physical activity at lunchtimes
- Provide details on the UK's Cycle to Work Scheme.

3. Healthy Eating

a) To raise awareness of the importance of healthy eating for both physical and mental wellbeing

Key actions

- Provide information and resources on how healthy eating can contribute to mental health, for example, increasing levels of concentration and the ability to cope with everyday stresses
- Provide information on the benefits of healthy eating.

b) To encourage and support employees in making healthier eating choices

Key actions

- Provide food storage and preparation areas for lunchtime meals
- Create a yearly healthy eating week, with activities and events
- Provide easy access to cold water in all offices and meeting rooms
- Work with in-house catering teams to offer healthy menu options
- Encourage employees to eat lunch away from their desks

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Communication

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 employee intranet or shared drives and servers.

All employees will also be made aware of their own responsibilities in implementing the policy actions. Including, raising any issues or concerns, and seeking help from a line manager, HR, Occupational Health, or a mental health first aider.
The mental health team will ensure the policy actions are implemented across the business. Regular updates will be provided to all employees through line management.
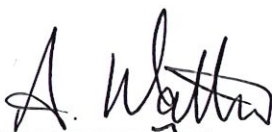
Reviewing and Monitoring

The mental health team will be responsible for reviewing the workplace health and wellbeing policy, as well as monitoring its effectiveness.
The policy's effectiveness can be measured through:
- Feedback from employees
- A mental health and wellbeing at work risk assessment.
- Employee sickness, presenteeism and turnover levels
- Exit interviews
- Employee complaints or referrals
- Feedback from the company's mental health team or qualified mental health first aiders

To ensure it stays relevant, this policy will be reviewed six months after the policy start date, then every year after that.

Andrew Wattrus
Managing Director

Signed 8th October 2025

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