



## **Mental Health Policy**

### **Policy Purpose.**

Mental Health issues in the workplace are any conditions that affect employees' state of mind.

These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues.

Mental health problems manifest in different ways. Some employees may suffer no physical side effects, while others may experience physical symptoms (e.g. increase blood pressure, lethargy, changed in eating habits.)

### **Factors that cause mental health issues.**

Employees may experience mental health issues for various reasons that an employer cannot control (e.g. hereditary, family conflicts, general health.).

There are also work-related reasons for mental health problems, including:

- Job insecurity
- Excessive pressure.
- Work-life imbalance.
- Lack of appreciation.
- Hostile workplace conditions.
- Unsatisfactory job or workload.
- Unpleasant relationships with colleagues or managers.

To every extent possible, our company's leaders aim to recognise and address cases of workplace pressures that contribute to mental health issues.

Our Mental Health policy outlines our provisions to prevent and address mental health issues among our employees.



## **Effects of mental health issues.**

Mental health is just as important as physical health. Mental illness may be detrimental to a person, as it impacts happiness, productivity and collaboration. Mental health issues may affect companies, in the form of:

- Turnover
- Absenteeism
- Poor employee performance
- Employee substance abuse
- Work-related accidents
- Workplace violence or harassment

With this policy, we aim to support our employees and create a healthy and happy workplace. We want everyone to feel appreciated and be treated fairly.

## **Scope**

This policy applies to all our employees. Senior Management is primarily responsible for communicating this policy and overseeing its implementation.

Our policy starts by seeking input from all stakeholders. We will consult employees, senior management and mental health professionals to develop and revise our policy.

## **Company Aims / Actions**

We aim to:

- Treat mental health seriously.
- Identify issues proactively and resolve them.
- Support employees who face mental health problems.
- Create a pleasant workplace in collaboration with Directors/Managers, Employees, and health experts (as necessary).



## **Internal Policies**

As a way to prevent employees' distress, we have set up policies for:

- Anti-Harassment and Bullying.
- Alcohol and Drugs.
- Equality.

In addition, we employ an Open Door Policy for all employees to have open dialogue and communication with Management regarding mental health and any other issues.

This list isn't exhaustive. All of these policies aim to preserve a harmonious workplace where employees can enjoy their work and balance their jobs and their personal lives.

## **Mental Health Awareness**

In order to raise awareness in identifying and combatting mental health issues we will:

- Keep Employees informed. We will organise toolbox talks for all new employees upon hiring and existing employees when policy updates are made and to explain the important elements of mental health.
- Inform Managers. We will keep Managers informed of changes in Policy, explain important elements of mental health and how to identify and resolve mental health issues.

## **Job-Related issues**

Issues related to work, compensation, job insecurity and work-life balance can heavily burden our employees. In such cases, we encourage our employees to speak to a mental health professional about how to handle their individual situations better.

Additionally, we encourage open communication between employees and managers/directors.

If employees have a work-related problem, they should speak openly to their line manager or a Director.



The line managers/Directors are in turn obliged to listen to their employees and should search for a mutually satisfying solution together.

## **Directors/Managers' Responsibilities.**

Directors/Managers should proactively identify mental health issues among their employees. If they perceive that an employee is in a state of emotional or physical distress, they should reach out to them.

If an employee has work related problems, Directors/Managers should come up with a solution.

If an employee has issues with collaborating with colleagues, Directors/Managers should meet with concerned employees and serve as mediators. If the problem is severe (e.g. violence, harassment, victimisation) then Directors/Managers should contact an HR professional.

If an employee's problems are personal or the employee refuses to discuss them, the Director/Manager should encourage them to contact a mental health professional.

## **Compliance with the law**

The law protects employees who suffer from medical conditions (e.g. clinical depression) or mental disorders (e.g. schizophrenia.) Consistent with our non-discrimination practices, we will treat these employees fairly and we won't oblige anyone to disclose their condition or other medical information. Instead, we will attempt to support employees who come to us with mental health issues and establish strategies that apply to everyone.

Signed: **J O'Sullivan**  
**Director**

Date: 23<sup>rd</sup> August 2024