



Mental health and wellbeing policy

About this policy

Purpose

The purpose of this policy is for Ham Baker Ltd to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

Ham Baker Ltd believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

Mental health problems and stress can affect anyone, regardless of their position in the organisation. This policy applies equally to all employees. The implementation of this policy will also be supported by other health and safety policies, e.g. sickness absence, alcohol, drug and substance abuse, and bullying and harassment.

Goals

As an employer we aim to create and promote a workplace environment that supports and promotes the mental wellbeing of all employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, and environmental and social conditions that have the potential for psychological as well as physical harm.

As an employer we aim to create and promote a culture where employees are able to talk openly about their job and mental health problems and to report difficulties without fear of discrimination or reprisal.

Ham Baker Ltd aims:

- to build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment);
- to increase employee knowledge and awareness of mental health and wellbeing issues and behaviours;
- to reduce stigma around depression and anxiety in the workplace, and;
- to facilitate employees active participation in a range of initiatives that support mental health and wellbeing.

Scope

- This policy applies to all employees of Ham Baker Ltd including contractors and casual staff.

Responsibility

All employees are encouraged to:

- understand this policy and seek clarification from management where required;

- consider this policy while completing work-related duties and at any time while representing Ham Baker Ltd;
- support fellow workers in their awareness of this policy;
- support and contribute to Ham Baker Ltd.'s aim of providing a mentally healthy and supportive environment for all workers.

All employees have a responsibility to:

- take reasonable care of their own mental health and wellbeing, including physical health;
- take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Managers have a responsibility to:

- ensure that all workers are made aware of this policy;
- actively support and contribute to the implementation of this policy, including its goals;
- manage the implementation and review of this policy.

Policy Actions

To provide support and assistance for employees experiencing mental health difficulties Ham Baker Ltd aims to:

- ensure individuals suffering from mental health problems are treated fairly and consistently and are not made to feel guilty about their problems;
- encourage staff to consult the occupational health department (if there is one), their own GP, or a counsellor of their choice;
- investigate the contribution of working conditions and other organisational factors to mental ill health and remedy this where possible;
- in cases of long-term sickness absence, put in place, where possible, a graduated return to work;
- make every effort to identify suitable alternative employment, in full discussion with the employee, where a return to the same job is not possible due to identified risks or other factors;
- treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned;

To tackle workplace factors that may negatively affect mental wellbeing Ham Baker Ltd aims to:

- set employees realistic targets that do not require them to work unreasonable hours;
- ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job;
- manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism;
- establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.

To develop a culture based on trust, support and mutual respect within the workplace Ham Baker Ltd aims to:

- give non-judgemental and proactive support to individual staff who experience mental health problems;
- deal sympathetically with staff suffering from mental health problems due to circumstances outside the workplace, and who consequently find it difficult to do their jobs properly;
- give new employees a comprehensive induction programme providing an understanding of the organisation, the established policies and procedures, and the role they are expected to carry out.

Communication

Ham Baker Ltd will ensure that:

- this policy is easily accessible by all members of the organisation;
- employees are informed when a particular activity aligns with this policy;
- employees are empowered to actively contribute and provide feedback to this policy;
- employees are notified of all changes to this policy.

Monitoring and review

Ham Baker Ltd will review this policy twelve months after implementation and annually thereafter.

Effectiveness of the policy may be assessed through:

- feedback from workers;
- working hours and patterns;
- accidents at work;
- staff complaints;
- staff sickness levels;
- staff turnover;
- exit interviews.

A handwritten signature in black ink, consisting of a stylized initial 'D' followed by the name 'Cardwell' in a cursive script.

David Cardwell
Group Managing Director

Created: 3rd March 2021

Review: 3rd March 2022

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