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## Mental Health and Wellbeing Policy Statement

### The need for a workplace mental wellbeing policy

Occupational and mental ill health, along with stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the health and mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity.

Many factors in the workplace influence the health and mental wellbeing of individual employees. Understanding and addressing the factors which affect people's health and mental wellbeing at work have a wide range of benefits, both for individuals and the organisation.

Health and mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improve their health at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

The health and wellbeing of employees is of the utmost importance to Ham Baker Group and we are committed to the provision of Occupational Health and mental health services.

### Promotion of mental wellbeing

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.

#### Policy actions:

- Give employees information on and increase their awareness of mental wellbeing through training, meetings and toolbox talks.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress-buster activities and social events.
- Offer employees flexible working arrangements that promote their mental wellbeing.
- Give all staff the opportunity to influence how they do their jobs, scope for varying their working conditions as far as possible, and opportunities to develop and fully utilise their skills.
- Set employees realistic targets that do not require them to work unreasonable hours.





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- 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.

## Support

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

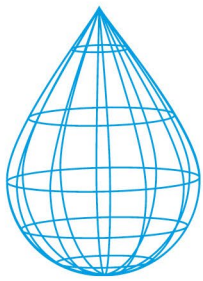
We aim to provide support and assistance for employees experiencing occupation health, mental health difficulties, stress or fatigue by:

- Ensuring individuals suffering from mental health problems are treated fairly and consistently and are not made to feel guilty about their problems.
- Encouraging staff to consult an occupational health nurse, their own GP, or a counsellor of their choice.
- Investigating the contribution of working conditions and other organisational factors to ill health, mental ill health and fatigue and remedy this where possible.
- In cases of long-term sickness absence, put in place, where possible, a graduated return to work.
- Treat all matters relating to individual employees and their health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.
- Ensuring all line managers have information and training about mental health in the workplace.
- Identifying workplace stressors and seek to eliminate stress or control the risks from stress.
- Providing training in good management practices, including those related to health and safety and stress management.
- Providing confidential counselling for staff affected by stress caused by either work or external factors.
- Providing adequate resources to enable managers to implement the organisation's agreed workplace mental wellbeing policy.

## Responsibilities

Managers have a responsibility to:





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- Monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Assist and support employees who are known to have mental health problems or are experiencing stress outside work – for example due to bereavement or separation.
- Ensure staff are provided with the resources and training required to carry out their job.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking, and monitor holidays to ensure that staff are taking their full entitlement.

Employees have a responsibility to:

- Raise issues of concern and seek help from their safety representative, line manager, human resources or occupational health department, or use the Employee Assistance Programme if one is provided.
- Accept opportunities for counselling when recommended.

### 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 employees
- Working hours and patterns
- Accidents at work
- Employee complaints
- Employee sickness levels
- Employees turnover
- Exit interviews

**David Cardwell**  
Group Managing Director

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Ham Baker Group Limited  
Company Registration No. 10583983