

## MENTAL HEALTH POLICY STATEMENT

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

Many factors in the workplace influence the mental wellbeing of individual employees, particular departments or organisations as a whole. Understanding and addressing the factors which affect people's mental wellbeing at work have a wide range of benefits, both for individuals and the organisation. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing 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. 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.

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.

### **Key Objectives**

#### **Promoting the mental wellbeing of all staff through:**

- providing information and raising awareness about mental wellbeing.
- providing opportunities for employees to look after their mental wellbeing.
- promoting policies and practices that promote wellbeing.

#### **Providing support to employees through:**

- providing a work environment that promotes and supports mental wellbeing for all employees.
- offering assistance, advice and support to people who experience a mental health problem while in employment.
- support for staff returning to work after a period of absence due to mental health problems.

#### **Helping people get back to work after a period of absence due to mental illness through:**

- making reasonable adjustments
- retaining staff who develop a mental health problem.

#### **Everyone has a responsibility to contribute to making the workplace mental wellbeing policy effective:**

##### **Managers have a responsibility to:**

- 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.
- Ensure staff are provided with meaningful developmental opportunities.

### 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.

### Occupational Health staff have a responsibility to

- Provide specialist advice.
- Support individuals who have been off sick with mental health and stress problems, and advise them and their management on a planned return to work.
- Refer individuals to workplace counsellors or specialist agencies as required.

### Directors Commitment

We, the Directors, pledge to provide satisfactory resources to ensure, so far as reasonably practicable, that our company employees are provided with the necessary training, supervision, information, procedures, skills, equipment and leadership necessary to achieve our policy objectives.

**This policy applies to all employees and other personnel engaged in J Coffey Construction operations:**

Signed: E. Barrett (Original Signed)

Date: 14.01.2022

Eddie Barrett

Group Managing Director

**On behalf of J. Coffey Construction**