Mental Health & Wellbeing Policy

Social

PURPOSE AND SCOPE

The Workplace Mental Health and Wellbeing policy covers the promotion of mental health and wellbeing of staff through:

o Providing information and raising awareness about mental health and wellbeing.

o Providing opportunities and support to assist employees to look after their mental health and wellbeing.

o Promoting policies and practices that promote wellbeing.

ES believes that the mental health and wellbeing of our team is key to organisational success and sustainability.

PRINCIPLES

Mental health problems and stress can affect anyone, regardless of their position in the organisation. This policy applies equally to all employees. The aim of the policy is to create a workplace environment that promotes the good mental health and wellbeing of all employees. The implementation of this policy will also be supported by other policies covering sickness absence, alcohol, drug, and substance abuse, as well as bullying and harassment.

THE POLICY

To Act with integrity (being honest and ethical in our actions and to treat others as we wish to be treated ourselves) and Seek opportunities for improvement (promote a positive, fun environment that embraces learning and change) are an integral part of our "Core Beliefs". These are fundamental to develop a culture based on trust, support, and mutual respect within the workplace.

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

Policy actions:

o Give employees information on and increase their awareness of mental wellbeing.

o Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress-buster activities, and social events.

o Provide instructions and programs to have a well set-up workspace that prevents injuries and ergonomic related issues which also could have an influence on mental wellbeing.

o Facilitate requests for flexible working where reasonably practicable to do so.

o Give all staff the opportunity to influence how they do their jobs, scope for varying their working conditions as far as possible without impacting the business, and opportunities to develop and fully utilise their skills.

o Set employees realistic targets that do not require them to work unreasonable hours.

o 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.

o Manage conflict effectively and take steps to ensure the workplace is free from bullying and harassment, discrimination, and racism.

o Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.

o Ensure risk assessments include or specifically address work-related stress.

o   Conduct from time to time events and other workshops to stay physically energised and mentally focused.

o   Provide employees with volunteering options on fixed days for their choice of charity (from a pool) - which will help in team building, feeling a sense of purpose for what they are passionate about and releasing stress.

UNDERSTANDING STRESS AND MENTAL HEALTH

It is important that all staff understand that stress can take a wide variety of forms. Stress is the adverse reaction people have to excessive pressures or demands placed on them. Stress is not an illness but, sustained over a period of time, it can lead to mental and/or physical illness.

Mental health is a term to describe our emotional, psychological, and social wellbeing; it affects how we think, feel and act and how we cope with the normal pressures of everyday life. Positive mental health is rarely an absolute state since factors inside and outside work affect mental health, meaning that we move on a spectrum that ranges from being in good to poor mental health.

There is an important distinction between working under pressure and experiencing stress. Certain levels of pressure are acceptable and normal in every job. They can improve performance, enable individuals to meet their full potential and provide a sense of achievement and job satisfaction. However, when pressure becomes excessive it produces stress and undermines mental health.

Pressures outside the workplace, whether the result of unexpected or traumatic events such as accidents, illness, bereavement, family breakdown or financial worries, can result in stress and poor mental health. They can also compound normal workplace pressures.

We recognise that individuals react to similar situations in different ways and that what triggers stress and poor mental health varies from person to person.

RESPONSIBILITIES

Everyone has a responsibility to contribute to making the Workplace Mental Health and Wellbeing Policy effective.

Managers have a responsibility to:

o   Monitor the workplace, identify hazards and risks, and take steps to eliminate or reduce these as far as is reasonably practicable.

o   Manage the implementation and review of this policy.

o   Ensure good communication between management and staff, particularly where there are organisational and procedural changes.

o   Ensure staff are provided with the resources and training required to carry out their job.

o   Monitor workloads as well as working hours and overtime to ensure that staff are not over working and monitor holidays to ensure that staff are taking their full entitlement.

o   Ensure staff are provided with meaningful developmental opportunities.

o   Recognise potential issues of work-related stress or mental ill health in the staff they manage. They should seek advice from Human Resources if they have concerns.

o   Maintain confidentiality when dealing with information about stress and mental health issues relating to a colleague.

HR staff have a responsibility to:

o   Organise training and awareness courses on workplace mental wellbeing in conjunction with suitable experts.

o   Provide advice and support to employees and managers in relation to this policy.

o   Ensures that each new employee is provided a copy of this policy along with all other Policies via Email or ES HUB (intranet) and made aware about it during the induction process.

o   Where possible, monitor and report on levels of sickness absence which relate to mental health problems including stress-related illness.

o   Take into account the responses of the satisfaction and engagement survey- "Vibes" to understand the satisfaction level of employees. If necessary, HR will take necessary action to improve this.

Employees have a responsibility to:

o Discuss the fact they are suffering from stress, whether work-related or not, with their manager and/or Human Resources. Once it is brought to our attention, we will discuss with you what steps can be taken to address the issue.

o Plan and organise their work to meet personal and business objectives.

o Take reasonable care that their actions do not affect the health and safety of other people in the workplace.

o Understand this policy and seek clarification from management when required.

o Support fellow workers in their awareness of this policy.

o Cooperate with support, advice and guidance that may be offered to them.

REVIEW AND MONITORING

The Human Resources Department will be responsible for reviewing the Workplace Mental Health and Wellbeing Policy and for monitoring how effectively the policy meets its aims and objectives.

Indicators to measure effectiveness could include:

o working hours and patterns
o accidents at work
o staff complaints
o staff sickness levels
o staff turnover

o employee surveys
o exit interviews

Other references
Human Resources Policy >

This policy applies to Ergonomic Solutions International Limited and subsidiary companies

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solutions
creators of SpacePole