



**MICHAEL
J. LONSDALE**

REFERENCE REV 00 17/01/2019

Michael J Lonsdale Ltd

**Workplace Mental Health and Wellbeing
Policy**



The need for a workplace mental wellbeing policy

Michael J Lonsdale Ltd (MJL) recognise that Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for the individuals' physical health, social wellbeing and productivity.

Michael J Lonsdale Ltd recognise that 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.

This workplace mental wellbeing policy covers the following aspects of mental health and wellbeing:

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 promotewellbeing.

Management skills;

Developing skills for managers and supervisors to:

- promote the mental wellbeing of employees and appointed supply chain.
- deal with issues around mental health and stress effectively.

Support;

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 through MJL external sources.

- support for staff returning to work after a period of absence due to mental health problems.

Employment:

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

- ensuring recruitment practices are supportive of mental health
- making reasonable adjustments
- retaining and supporting staff who develop a mental health issue.

Scope;

Mental health problems and stress can affect anyone, regardless of their position in the organisation.

This policy applies equally to all employees and our Supply Chain.

The implementation of this policy will also be supported by other health and safety policies, eg, alcohol and substance abuse.

Aim of the policy;

- To create a workplace environment that promotes the mental wellbeing of all employees.
- To promote mental wellbeing for all staff & Supply Chain in the work place

Objectives;

To tackle workplace factors that may negatively affect mental wellbeing, and to develop management skills to promote mental wellbeing.

As an employer MJL aim to create and promote a workplace environment that supports and promotes the mental wellbeing of all employees and supply chain alike. 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.

MJL Policy actions:

- **Give** employees information on and increase their awareness of mental wellbeing.
- **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.
- **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, 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.

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.

Policy actions:

- Give non-judgemental and proactive support to individual staff who experience mental health problems.
- 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.

To provide support and assistance for employees experiencing mental health difficulties.

Policy actions:

- 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, their own GP, or a counsellor of their choice.
- Recognise the working conditions and other organisational factors that may contribute to mental ill health and remedy this if applicable.
- 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

Where there is prior knowledge of mental health issues, to positively encourage the employment of people who have experienced mental health problems by providing fair and non-discriminatory recruitment and selection procedures.

As an employer MJL recognise that people who have or have had mental health problems may have experienced discrimination in recruitment and selection procedures. This may discourage them from seeking employment. While some people will acknowledge their experience of mental health issues openly, others may fear that stigma will jeopardise their chances of getting a job. Given appropriate support, the vast majority of people who have experienced mental health problems continue to work successfully, as do many with ongoing issues.

Policy actions:

- Make it clear, in any recruitment or occupational health check undertaken, that people who have experienced mental health issues will not be discriminated against and that disclosure of a mental health problem will enable both employee and employer to assess and provide the right level of support or adjustment.
- Do not make assumptions that a person with a mental health problem will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Ensure all line managers have information and training about managing mental health in the workplace.
- Ensure that there is an open dialogue with candidates to understand any adjustments that may be required as part of the recruitment process.

To recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing potential workplace stressors.

Policy actions:

- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- Provide training in good management practices, including those related to health and safety and stress management.

- Provide confidential counselling for staff affected by stress caused by either work or external factors.
- Provide adequate resources to enable managers to implement the organisation's agreed workplace mental wellbeing policy.

Responsibilities:

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 at all times and in particular 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.
- Organise training and awareness courses on workplace mental wellbeing in conjunction with suitable experts.
- Provide advice and support to employees and managers in relation to this policy.
- Monitor and report on levels of sickness absence which relate to mental health problems including stress-related illness (in conjunction with the independent occupational health service and departmental managers).

Employees have a responsibility to:

- Raise issues of concern and seek help from their recognised safety representative, line manager or Doctor.
- Actively consider opportunities for counselling when recommended.

Health and safety staff have a responsibility to:

- Provide specialist advice and awareness training on mental wellbeing.
- Train and support managers in implementing stress risk assessments.
- 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.
- Monitor and review the effectiveness of measures to promote mental wellbeing.

The Health and Safety Dept must be:

- **meaningfully** consulted on any changes to work practices or work design that could precipitate stress
- **able** to consult with Employees on the issue of stress, including conducting workplace surveys
- **involved** in the risk assessment process
- **able** to conduct joint inspections of the workplace at least once every three months, to ensure that environmental stressors are properly controlled.

Review and monitoring:

The Health and Safety department will be responsible for reviewing the workplace mental wellbeing policy and for monitoring how effectively the policy meets its aims and objectives.

Indicators to measure effectiveness could include:

- working hours and patterns
- accidents at work
- staff complaints
- staff sickness levels
- staff turnover
- use of occupational health or counselling services



- early retirement through ill health
- exit interviews.

The policy will be reviewed six months from implementation and then annually after that to ensure that it remains relevant.

Date: 13.08.2019

Name & Position: Gary Herbert / Managing Director

Signature:

A handwritten signature in blue ink, appearing to read 'G. Herbert'.

For and on behalf of Michael J Lonsdale Ltd

