

Mental Health & Wellbeing Policy Statement

VITRUVIUS

Mental ill health and stress in society today has a major impact on workplace wellbeing and on employee health, productivity, and fulfilment and the Company acknowledge the significant impact this can have on the employee and the business itself.

Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health and social wellbeing and is relevant to all employees. Everyone can contribute to improved mental wellbeing at work. The Company will therefore strive to provide excellent workplaces, opportunities, and support systems for our employees to thrive.

We recognise that mental health problems can affect anyone, regardless of their position in the organisation and anyone suffering will be treated fairly, without judgement and will be fully supported. The Company will offer assistance, advice and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems

The Company understands that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. We aim to build, promote and maintain a culture that supports mental health and wellbeing, where employees are able to talk openly about any mental health issues and to report difficulties without fear of discrimination or reprisal.

Our aim is to ensure that all employees, irrespective of the position and level they hold are:

- Provided with an understanding of mental health and wellbeing issues;
- Protected from any harm to their mental health whilst at work;
- Supported if they experience mental health problems;
- Protected from discrimination regardless of their mental health status; and
- Provided with opportunities to participate in mental health promotion activities.

This will be achieved by:

- Reducing discrimination and stigma through increased awareness and understanding;
- The recognition of 'Workplace Fatigue', providing systems that encourage predictable working hours, reasonable workloads and flexible working practices, where appropriate;
- Giving employees information on and increasing their awareness of mental wellbeing;
- Providing systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate;
- Ensuring 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;
- Providing an environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks;



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- Managing conflict effectively and ensuring the workplace is free from bullying and harassment, discrimination and racism;
- Ensuring individuals suffering from mental health problems are treated fairly and consistently;
- Providing non-judgmental and pro- active support to individual staff that experience mental health problems such as counselling, CBT etc.; and
- Treating 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.

This policy will comply with all best practice guidelines under Health and Safety legislation, the **Mental Health Act 1983** and the **Mental Capacity Act 2005** and applies to all staff, regardless of the method of engagement.

All employees will be made aware of our Mental Health & Wellbeing Policy and the facilities available. This will be part of our Operational Health & Safety Policy, which is also included in the Employee Handbook and Induction Presentation.

This policy has been established, agreed and endorsed by the Directors of Vitruvius Management Services Limited.

