

Mental Health & Wellbeing Policy Statement

Mental ill health and stress in society today has a major impact on workplace wellbeing and on employee health, productivity, and fulfilment, and Vitruvius Management Services 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 every employee can contribute to improved mental wellbeing at work.

Vitruvius Management Services Ltd are committed to the protection and promotion of the mental health and wellbeing of all staff and will comply with the **'Mental Health Act 1983'**, the **'Mental Capacity Act 2005'** and best practice guidelines. The Company will therefore strive to provide opportunities and support systems for our employees to thrive in the workplace.

The company recognises that mental health issues can affect anyone, regardless of their position in the organisation and any employee suffering will be treated fairly, without judgement and be fully supported. The Company will offer assistance, advice and support to anyone experiencing an ongoing mental health issue or upon returning to work after a period of absence due to mental health problems.

Vitruvius Management Services acknowledges the importance of identifying and reducing workplace stress factors. 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, therefore, is to ensure that all employees, irrespective of 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 and 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:

- Fostering a positive, open workplace culture where employees feel safe to raise concerns without fear of stigma or discrimination. Through increased awareness and understanding by providing employees with information on mental health wellbeing, we will support any employee who faces mental health problems and will ensure individuals suffering from mental health problems are treated fairly and consistently.
- Recognition of 'Workplace Fatigue' 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.
- Ensuring a physical 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.
- Managing conflict effectively and ensuring the workplace is free from bullying and harassment, discrimination and racism;



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- 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 the **Mental Health Act** and **Mental Capacity Act** safety legislation 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, and is formed and included as part of Vitruvius Management Services Operational Health & Safety Policy.

This policy is in line with our documented and implemented 'Integrated Management System' and has been established, agreed and endorsed by the Directors of Vitruvius Management Services Limited.



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