



## MENTAL HEALTH & WELLBEING POLICY STATEMENT

### Introduction

The purpose of this policy is for Mane Contract Services Ltd to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

Mane Contract Services Ltd believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

### Aims of Policy

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate employees active participation in a range of initiatives that support mental health and wellbeing.

### Responsibilities

All employees are encouraged to:

- understand this policy and seek clarification from management where required
- seek help from our qualified Mental Health First Aiders or professional support when it is needed
- consider this policy while completing work-related duties and at any time while representing Mane Contract Services Ltd
- support fellow workers in their awareness of this policy
- support and contribute to Mane Contract Services Ltd.'s aim of providing a mentally healthy and supportive environment for all workers.

All employees have a responsibility to:

- take reasonable care of their own mental health and wellbeing, including physical health
- take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Managers have a responsibility to:

- ensure that all employees are made aware of this policy
- actively support and contribute to the implementation of this policy, including its goals
- manage the implementation and review of this policy.

We will ensure that this policy is communicated and available to all relevant stakeholders as appropriate.

This policy shall be reviewed for effectiveness and suitability at least annually as part of the management review process.

This statement represents my commitment on behalf of the company.

**Signed**

A handwritten signature in black ink, appearing to be 'L. Red'.

**Position**

Managing Director

Date: 1 September 2020