● BRICKWORK ● BLOCKWORK ● STONEWORK ● WATERPROOFING

MENTAL HEALTHAND WELLBEING POLICY

Aim

ALB Brickwork Ltd recognises the importance of the mental health and wellbeing of all its staff. We seek to be a workplace that supports and protects mental wellbeing and responds as sensitively, appropriately and effectively as possible when employees are experiencing problems with their mental health.

The aim of this policy is to outline our provisions to promote the best possible mental wellbeing for our employees and prevent and address mental health issues, while ensuring that all employees are treated with respect, understanding, and compassion according to their particular circumstances.

Full regard will be paid to all ALB Brickwork Ltd's policies and duty of care and welfare to its employees.

Scope

This policy applies to all employees of staff. This policy should be read in conjunction with the Terms and Conditions of Employment.

Confidentiality

Throughout the application of this policy, Managers may become aware of medical or other personal information concerning individual employees.   Managers must take care to ensure that confidentiality is maintained throughout and that information is only disclosed to those persons who are authorised to receive it.

What is mental health and wellbeing?

Just like their physical health, everyone has mental health, both of which are equally important. When you're in good mental health, you can:

- make the most of your potential;
- cope with life;
- play a full part in your family, workplace, community and among friends.

Sometimes people's mental health and wellbeing may not be as good, and this can affect how they think, feel and act, making life more difficult and less enjoyable.

Each year around 1 in 4 people will experience a mental health problem. Mental health problems can include "common mental health problems" such as depression and anxiety, as well as severe mental health problems such as bipolar disorder or psychotic disorder. Mental health problems may resolve over a period of time, or they may be long-term conditions that people live with for many years.

Mental Health in the Workplace

There are important links between mental health and wellbeing and the workplace. People's experience at work can have a significant effect on their mental health and wellbeing and quality of life. This is true for all employees, whether they have an ongoing mental health problem or not. Supporting good mental health will also have a direct positive impact for the organisation. Happier staff with good mental health and wellbeing are best placed to work together effectively and innovatively, while poorer mental health and wellbeing can mean employees are less able to contribute to their service.

As a workplace we can support better mental health and wellbeing through improving wellbeing for all staff; tackling the causes of mental health problems; and supporting staff with mental health problems. These strands of activity are embedded through the responsibilities outlined in this policy, and through the local training offer available to managers.

Poorer mental health and wellbeing for our staff can impact ALB Brickwork Ltd in a number of ways, including but not limited to:

- Turnover;
- Absenteeism;
- Poor employee performance;
- Employee substance abuse;
- Work-related accidents;
- Workplace violence or harassment;

Line Manager Responsibilities

Improving Wellbeing for all Staff and Tackling the Causes of Mental Health Problems

- Ensure employees are treated fairly and consistently;
- Ensure employees are able voice ideas and are listened to;
- Ensure employees take appropriate lunchbreaks and use their annual leave entitlement;
- Ensure employees are supported around reasonable adjustments including flexible working;
- Undertake regular one to ones and ensure that the employee's wellbeing is discussed at these meetings;
- Offer clarity on expectations and ensure workload is organised efficiently and effectively;
- Show appreciation of employees' contribution;
- Be alert to potential triggers of stress and mental health problems;
- Ensure that they engage with and make use of the training and resources provided around being an effective and supportive manager;
- When they manage employees who are line managers themselves, ensure that those managers engage with and make use of the training and resources provided around being an effective and supportive manager;
- Investigate the contribution of working conditions and other organisational factors to mental ill health and remedy this where possible;

Supporting Staff with Mental Mealth Problems

- In cases of long-term sickness absence, put in place, where reasonable, a graduated/ phased return to work;
- In line with the relevant policies and procedures, support the employee in identifying/ finding 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 appropriate refer employees to occupational health service (Health Management) or their own GP;
- Consider any recommendation for reasonable adjustments made by Occupational Health following an employee's assessment;
- Support employees who have been absent due to mental health and stress problems. In cases of long-term sickness absence agree arrangements on a planned return to work, including a graduated/phased return to work.

Employees who are absent due to mental health problems will be managed under the attendance management procedure. Employees who are still in their probationary period will be managed under the Probationary Procedure.

Human Resources Responsibilities

- Organise and promote training and awareness courses on effective management and workplace mental wellbeing in conjunction with suitable experts;
- Provide advice and support to employees and managers in relation to this policy;
- Provide guidance and support to managers in implementing stress risk assessments;
- Monitor and report on levels of sickness absence which includes reasons for absence;
- Inform management following the monthly trigger report in relation to employees with high levels of sickness absence including absences relating to stress and mental health related issues;

Employees' Responsibilities

- Communicate when workloads or working conditions are proving difficult;
- Look after own health and wellbeing;
- Participate in stress risk assessment and other risk assessment processes as appropriate and in a timely manner;
- Raise issues of concern and seek help from their line manager or Human Resources
- Consult with own GP as appropriate;
- Attend Occupational Health appointments in a timely manner and commit to any reasonable recommendations made;
- Inform your manager of any support which may help you;
- Inform your line manager if you would find it useful to have a 'buddy' in the team that you can speak to.

The Company's Responsibilities:

- Provide an Occupational Health service to all employees;
- Work with staff to ensure that the work environment and ALB Brickwork Ltd processes are as supportive of good mental health and wellbeing as possible;
- Work with staff and relevant local specialists to support workplace wellbeing activities and interventions;
- Commit to and support the Mental Health and Wellbeing Network to help shape best practice and have an input into strategies that affect staff mental wellbeing.

Workplace Adjustments

- Alb Brickwork Ltd will make reasonable adjustments for employees with disabilities relating to a mental health problem (e.g. flexible work hours, workload adjustments);
- ALB Brickwork Ltd will support Phased Return to work following long term absence;
- ALB Brickwork Ltd will guarantee reasonable time off to attend counselling appointments.

Support for Employees

Access to work that can provide advice and an assessment of workplace needs for individuals who have a disability or a long-term health condition and are already in work or about to start. Grants may be available to help cover the cost of workplace adaptations to enable individuals to carry out their job without being at a disadvantage. For more information, go to **www.gov.uk/access-to-work**.

Improved Access to Psychological Therapies (IAPT)/Wellbeing Services exist in all localities but there's not a single point of access. Employees should check with your GP surgery to see if this may be available near them.

Mind is the leading mental health charity in England and Wales. Their helpline and website provide information and support to empower anyone experiencing mental ill health and general advice on mental health-related law. For more information, go to **www.mind.org.uk** or call 0300 123 3393.

NHS choices has a website that offers information and practical advice for anyone experiencing mental ill health. For more information, go to **www.nhs.uk/livewell/mentalhealth**.

Remploy offers a free and confidential Workplace Mental Health Support Service for employees who are absent from work or finding work difficult because of a mental health condition. It aims to help people remain in (or return to) their role. For more information, go to **www.remploy.co.uk** or call 0300 4568114.

Rethink Mental Illness is the largest national voluntary sector provider of mental health services, offering support groups, advice and information on mental health problems. For more information, go to **www.rethink.org** or call 0300 5000 927.

NHS Good Thinking - tools and resources to help yourself and others feel better. For more information go to https://www.good-thinking.uk/.

Samaritans - helping to support anyone who needs someone to talk to. For more information go to https://www.samaritans.org/ or call free on 116 123 (24 hours).

Mental Health Foundation – dedicating to finding and addressing the sources of mental health problems. For more information go to https://www.mentalhealth.org.uk/.

Managing Director

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Next Review: 03/01/2023