

## Mental Health and Wellbeing Policy Statement

### 1. POLICY STATEMENT:

Oliveti Group (incorporating Oliveti Construction Ltd and Oliveti Cubicles Ltd) is committed to the protection and promotion of the mental health and wellbeing of all employees (and sub-contractors) and shall continuously strive so far as is reasonably practicable to improve the mental health environment and culture of the organisation.

Oliveti Group will aim to identify, eliminate and minimise all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees (and sub-contractors) in order to promote mental health throughout the company by establishing and maintaining processes that enhance mental health and wellbeing and provide a working environment that promotes and supports the mental health and wellbeing of all employees.

### 2. SCOPE

This policy will comply with Health and Safety legislation and best practice guidelines.

This policy will be developed in accordance with existing organisational policies and procedures.

This policy will be owned at all levels of the company, developed and implemented across all departments, evaluated and reviewed as appropriate.

### 3. PURPOSE

Mental ill health conditions are associated with being a major cause of ill health in the workplace and in our society. Mental wellbeing in the workplace is essential to ensure a suitable environment is created and maintained for ALL employees to enable them to contribute to improved mental wellbeing at work for themselves and others. Promoting and protecting mental wellbeing in the workplace is important for individuals' physical health, social wellbeing and productivity. 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.

Important aspects of mental health and wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering 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.

### 4. POLICY OBJECTIVES

**To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.**

- Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.
- Promote and support opportunities to enhance professional development, identified through the appraisal.

**To provide support for employees experiencing mental health difficulties.**

- Ensure individuals suffering from mental health problems are treated fairly and consistently.
- Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work.
- Give non-judgemental and pro- active support to individual staff that experience mental health problems such as counselling, etc
- Make every effort to identify suitable alternative employment, in consultation 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.




## 5. RESPONSIBILITY

Senior Management have the overall responsibility for the implementation and continual improvement of this **Mental Health and Wellbeing Policy and must;**

- Reduce discrimination and stigma by increasing awareness and understanding
- Complete an employee survey to identify mental health needs
- Give employees information on and increase their awareness of mental wellbeing.
- Include information about the mental health policy in the staff induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.
- Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.
- 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 and harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.
- Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.
- Ensure 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.

## 6. POLICY REVIEW

Olivet Group will regularly review this Policy Statement to determine its effectiveness in order to ensure it remains appropriate to the nature and scale of the organisations risks. The Policy Statement will be amended when changes to legislation or operational procedures require. Amendments will be issued to all Oliveti Group employees, subcontractors and any other individuals working on behalf of Oliveti Group where necessary.

Signed: 

G Oliveti, Managing Director

January 2022