



**SOUTH
EASTERN
CARPENTRY**

MENTAL HEALTH & WELLBEING POLICY

SEC Commitment

Addressing workplace mental wellbeing strengthens the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. 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.

The company is committed to the protection and promotion of the mental health and wellbeing of all our personnel. The company shall continuously aspire to improve our mental health environment and culture of the company by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to our personnel.

Developing a supportive culture, the company endeavours to address the following factors that may negatively affect mental wellbeing, and to develop management skills:

- Reduce discrimination and stigma by increasing awareness and understanding
- Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where practicable
- Ensure all personnel 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 personnel involvement, particularly during periods of company change.
- Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed working environment with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.
- To provide support for personnel experiencing mental health difficulties.
- 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
- Ensure personnel are aware of the support that can be offered through the occupational health department, or alternatively their own GP, or a counsellor.
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible.
- Treat all matters relating to individual personnel and their mental health problems in the strictest confidence and share information only with consent from the individual concerned.

G Dines

*Director
January 2023*