

Mental health at work Policy

This policy outlines the approach of GM Floor Screeds Ltd towards supporting all employees who have mental health-related issues. The policy should be read in combination with related training for Mental Health Awareness.

GM Floor Screeds Ltd recognises that mental health issues are common in modern society and affect many employees and managers in workplaces. It also recognises that people with mental health issues make valuable contributions to the success of any organisation and that providing them with adequate support not only complies with the law but supports their ongoing health and employment.

In particular, the company recognises its duties under the Equality Act 2010 to prevent discrimination and to make "reasonable adjustments" for employees with disabilities which remove barriers to their employment. The organisation recognises that disability is defined in the Act as a physical or mental impairment that has a substantial and long-term adverse effect on the ability of an individual to carry out normal, day-to-day activities.

It is understood that establishing a workplace ethos that supports positive mental health can:

- Help to retain valuable and experienced staff, reducing turnover, staffing, and training costs.
- Reduce sickness absence, particularly from stress-related mental health conditions.
- Help staff achieve their potential and sustain their careers.
- Enhance safety and increase productivity.
- Make for a healthier, more tolerant workplace.

Where necessary, managers will discuss with the employee whether a health referral will be helpful. Where the employee agrees, the referral should be made. The manager should continue to support the employees as appropriate, including working with health authorities where required. We endeavor to monitor the workplace, identify risks and work to eliminate or reduce them as practically as possible. We will ensure staff are provided with the resources and training they need to carry out their job roles. Look out for each other and encourage colleagues to seek support when needed, any concerns or issues to liaise with their line manager. All discussions between managers and employees, referrals to occupational health or subsequent support plans, should be kept confidential by the manager.

Flexible working options will be discussed with employees wherever their mental health needs indicate that an adjustment may be helpful to them. This might include variable hours or part-time working. All changes must be discussed with line managers.

The management will promote the awareness of mental health issues and do all they can to create a culture where employees feel they can talk about their concerns. The organisation will support the establishment of mental health champions to help staff to support their colleagues and will seek accreditation as a mental health positive workplace. Negative or discriminatory views about mental health and stigma will be challenged. This will be achieved through methods such as stress awareness campaigns, positive mental health days, staff surveys, training, etc. The company has a zero-tolerance approach towards discrimination, bullying and harassment on any grounds, including towards staff because of their mental health. Staff are encouraged to report any instances and managers will take appropriate action.

Assist and support employees who are known to have mental health problems or are experiencing acute stress outside of work for example bereavement personal/relationship issues. Employees who have periods of sickness absence related to mental health or stress issues will receive support. This will include where an employee requires a rehabilitation programme to return to work, for example, a temporary period of reduced hours, a phased return, an adjustment of roles and responsibilities, or additional support, etc.

Managers and supervisors will be trained in how to provide appropriate support to people with mental health issues and how to create a healthy working environment. Training in mental health issues will help to fight the misconceptions some people have about mental illness.

GM Floor Screeds Ltd

Reviewed/amended on 30/04/24

Due for review on 29/04/24