

Revision:	1.0
Date:	31/10/2021
Approved by	GK

MENTAL HEALTH & WELLBEING POLICY

1 Introduction

This Policy is linked to a number of other company policies that support the Health & Wellbeing of our employees.

IMPL11 – Confidential Reporting Policy

IMPL12 – Dignity at Work Policy

IMPL15 – CKM Equal Opportunity at Work Policy

IMPL20 – Disclosure Policy

IMPL24 – Staff Welfare Policy

IMPL25 – Equality & Welfare Policy

This policy does not form part of any employee's contract of employment and it may be amended at any time. The Company may also vary any parts of this procedure, including any time limits, as appropriate in any case. This policy applies to all employees.

2 Purpose and Scope

This policy applies to all employees.

Campbell & Kennedy Maintenance Ltd is committed to achieving a healthy workforce by placing value on both physical and mental health. The Company also recognises that mental health issues can be triggered by excessive levels of work-related stress, and it is the Company's duty of care to take measures as reasonably practicable to preserve the mental health and well-being of its employees whilst at work.

Campbell & Kennedy maintenance Ltd recognises the importance of ensuring that all employees are able to work in a supportive, professional and caring environment, where they are valued and respected.

By applying these values to our work practices we aim to promote mental wellbeing and prevent stress by promoting a supportive workplace culture.

Campbell & Kennedy Maintenance Ltd recognises that it is required to provide employees with a safe and healthy work environment, so far as is reasonably practicable, under the Health and Safety at Work

Act 1974 and the Management of Health and Safety at Work Regulations 1999, HSE

Management Standards for Work-Related Stress 2004 and The Equality Act 2010.

The concept of positive mental health and well-being implies a state of health characterised by emotional and spiritual resilience that allows us to enjoy life and to survive pain, disappointment and sadness. Mental health problems can be triggered by stress arising from the workplace or outside world; mental wellbeing at work is determined by the interaction between the working environment, the nature of the work and the individual.

The Company promotes a comprehensive approach to tackling mental health issues arising from the workplace or personal circumstances by addressing prevention, management and support. This policy requires a shared understanding between employees and managers that mental ill health can be a legitimate health issue in the workplace.

Employees experiencing difficulties that could lead to them experiencing mental ill health should be encouraged to seek help and support. Employees have a duty to themselves and others to help minimise mental ill health in the workplace and should take an active part in mental well-being management initiatives. This policy should be read in conjunction with other policies and procedures outlined above.

The Company will identify and detail the factors which may cause increased stress in the workplace by Risk Assessment.

2.1 Definitions

The term “mental ill health” is one which encompasses a wide range of experiences which affect an individual’s ability to balance his/her life. The difficulties can range from stress and anxiety through to serious mental health conditions diagnosed and treated by the health services.

 Campbell & Kennedy Maintenance <i>Attitude is everything</i>	Mental Health & Wellbeing Policy	IMPL-35	
		Revision:	1.0
		Date:	31/10/2021
		Approved by	GK

The Health and Safety Executive (HSE) defines stress as an adverse reaction to excessive pressure or other type of demand placed on them. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

2.2 Policy Aims

Our policy aims to:

- Not tolerate any discrimination attached to mental illness, which includes barriers to employment in accordance with the equal opportunities policy.
- Prevent so far as is reasonably practicable, those circumstances detrimental to mental health by providing a working environment where hazards to health are identified, assessed, removed, or reduced.
- Raise awareness of mental ill health including stress, its causes and associated factors.
- Ensure that employees who have, or have had, symptoms of mental ill health are treated responsibly and in an understanding manner.
- Promote mental health support available to Campbell & Kennedy Maintenance Ltd employees.
- Offer easy access to confidential counselling and occupational health services.
- Provide training for all managers on their role, how to recognise, manage and minimise mental ill health in the workplace.
- Ensure that all employees, especially those with management and supervisory responsibilities, take proactive steps to ensure that the overall working environment it provides are conducive to mental wellbeing.
- Ensure that managers provide employee support during periods of sickness absence and return to work interviews to support individuals in their return to and rehabilitation

Unit A19 Whitecrook Business Centre
78 Whitecrook Street
Clydebank, G81 1QF
T 0141 952 1933
E operationsl@ckmaintenance.co.uk

in work in accordance with the Company's sickness absence policy.

- Carry out Company stress audits by applying then analysing the HSE (Health and Safety Executive) risk assessment process to develop a Company management plan based on these results.

2.3 Principles

- All cases will be dealt with in accordance with the Company's policies on equality and Diversity.
- Cases will be treated with the utmost confidentiality and related documentation will be subject to the provisions of the Data Protection Act.
- The Company will not disadvantage unfairly an employee who admits to suffering from work related stress or and mental health problem.

2.4 Responsibilities

2.4.1 The Company is responsible for ensuring that:

- Stress, which is likely to lead to ill health, is reduced as far as practicably possible in the work environment.
- The company culture promotes a positive attitude to mental health and wellbeing.
- Suitable training and support are provided to managers to equip them to undertake the necessary risk assessments in the workplace and preventative measures are implemented where appropriate.
- Information is provided for employees on positive coping mechanisms and general health improving activities within the workplace.
- Advice, information, and how to access support is provided for all employees including recognising the symptoms of poor mental health.
- Managers are knowledgeable in their duty of care for employees.
- Supervision is in place to ensure confidentiality where people can gain support in

dealing with poor mental health.

- A plan is implemented to reduce workplace stress and promote mental wellbeing.

2.4.2 Line Mangers are responsible for:

- Encouraging a workplace culture where mental health, wellbeing and physical wellbeing is regarded as equally important.
- Carrying out risk assessments in their work areas to identify any hazards that could give rise to mental health issues and act upon these hazards to eliminate or minimise them where practicable.
- Ensuring employees are fully trained to do their job and understand their role.
- Effective communication with employees, particularly when there are Company and procedural changes.
- Considering the implications for employees of any changes to working practices, ways of working, work location, new policies or procedures, and the need for appropriate support and training.
- Recognising and resolving work-related issues at individual and team level where Possible.
- Liaising with HR and occupational health to maximise support to employees who have mental / physical health issues.
- Managing absence in accordance with the policy.
- Ensuring employees are managing the demands of the job by monitoring workloads, working hours and monitoring absence.
- Carrying out department exit interviews.
- Attending regular mental health training events and promoting workplace activities to promote the understanding of the benefits of positive mental health.
- Ensuring that bullying and harassment is not tolerated within their work area.

- Ensuring that employees returning to work after a period of absence due to mental ill health are treated in a sensitive and sympathetic manner. If the cause absence is thought to be due to work related issues, managers must ensure that these are risk managed before the individual resumes their duties.

2.4.3 Employees are responsible for:

- Using the Company's support, supervision, and employee counselling appropriately.
- Reporting to their line manager or HR, of any risk to mental health within the work place that may pose a risk to themselves or others;
- Supporting their colleagues if they are experiencing poor mental health encouraging them to talk to their manager.
- Seeking support from their G.P. or other appropriate agencies if they have health Issues.
- Discussing with their manager any appropriate measures to make their work less Stressful.
- Recognising the principles and importance of work life balance.
- Exercising their right to attend stress management courses.
- Being actively involved in the risk assessment process.
- Taking positive steps to safeguard their own mental health, by taking regular allocated breaks and by working reasonable hours.

2.4.4 HR is responsible for

- Ensuring that Occupational Health and Employee Counselling services are accessible for all employees.
- Monitoring the application of the policy to ensure that is applied with consistency.
- Making sure that policies and codes of conduct are appropriate.
- Monitoring and evaluating recruitment practices in relation to equal opportunities.

Revision:	1.0
Date:	31/10/2021
Approved by	GK

- Participating in the Company's plan to reduce stress and promote positive mental Health.
- Offering advice and support for managers in dealing with instances of mental ill health at work.
- Liaising with managers over return-to-work arrangements following a period of absence.
- Training managers to ensure they can fulfil their responsibilities.

2.4.5 Health & Safety Officer is responsible for

- Overseeing Company risk assessment procedures and provide guidance and support to managers and employees in implementing appropriate control measures.
- Advising managers on how to carry out risk assessments in the workplace.
- Advising on changes in legislation and current best practice guidance in respect to mental health & stress in the workplace.
- Liaising with HR and relevant others where a potential trend has been identified.
- Promoting a positive H&S culture and participate in policy review.
- Monitoring H&S performance indicators.

2.5 Employee Counselling:

Employee Counselling Service is available via Croner HR:

- Self Referrals which can be made by any employee without referral to management or HR

DECLARATION

This policy statement will be regularly reviewed and updated, as necessary. The management team endorses these policy statements and are fully committed to their implementation.

Signed  Date: 31/10/2021



Campbell & Kennedy
Maintenance
Attitude is everything

**Mental Health & Wellbeing
Policy**

IMPL-35

Revision:	1.0
Date:	31/10/2021
Approved by	GK

Unit A19 Whitecrook Business Centre
78 Whitecrook Street
Clydebank, G81 1QF
T 0141 952 1933
E operationsl@ckmaintenance.co.uk

W www.campbellkennedy.co.uk

Registered in Scotland SC273475

