

Mental Health & Wellbeing Policy

(PPP030)



Mental Health & Wellbeing Policy

1 Introduction

This policy sets out the framework for our organisation to provide an environment that promotes and supports a positive state of mental health and wellbeing for our employees and those we work with. The policy also aims to ensure those who are experiencing mental health issues are supported and treated with respect, confidentiality and without discrimination.

The company recognises our workforce's mental health and wellbeing is key to organisational success and providing a positive work environment is a cornerstone to employees' mental health and wellbeing. Papilo is committed to providing a positive working environment alongside and in support of the requirements of the Equality Act and the Health and Safety at Work Act.

2 Company Commitments

Workplace & Culture

The company will build and maintain a workplace environment and culture that supports positive mental health and wellbeing and prevents discrimination (including bullying and harassment). This will be achieved by:

- Providing effective training to aid understanding and eliminate stigma relating to mental health issues.
- Implementing measures at all levels of the organisation that provide a workplace and culture that promotes good mental health and wellbeing.
- Establishing a Mental Health & Wellbeing Steering Group, offering the opportunity company wide, to oversee the policy and discussing any amendments that could be made.
- Listening to our staff and implementing and/or adapting workplace and recreational health policies to support our Mental Health and Wellbeing Policy and evaluating their effectiveness.

Knowledge & Awareness

The company will Increase employee knowledge and awareness of mental health and wellbeing issues and provide opportunities to practice techniques to improve physical and mental health. This will be achieved by:

- Communications and training to promote understanding of the importance of mental health and physical and mental wellbeing to all employees.
- Ensuring that all employees receive a copy of this policy during the induction process and have continued access to the policy throughout the length of their employment.
- Providing training to managers on recognising mental health issues and supporting employees.
- Providing support through signposting employees to our Employee Assistant Programme provided by BUPA.

Management Arrangements

The company will ensure our management arrangements reflect HSE good practice in stress management, recognising that managing stress in the workplace is a key component of supporting employee mental health and wellbeing. This will be achieved by:

- Implementing effective arrangements for identifying workplace stressors and conduct risk assessments to minimise stress.
- Providing training for all managers and supervisory staff in good stress management practices.
- Promoting an environment where staff are encouraged to feedback any factors in their job roles that adversely affect their mental health.
- Ensuring that managers and supervisors are aware of their responsibilities towards their staff, including setting and managing performance in a manner that is consistent with this policy.

Proactive Support

The company will provide proactive support for staff who are experiencing mental health problems, inside and outside the workplace, in a positive manner. This will be achieved by:

- Ensuring we provide appropriate support services for employees experiencing mental health problems.
- Ensuring that any employee suffering from mental illness is treated fairly, with respect and confidentiality and without discrimination.
- Providing training to line managers and employees in the range of support available and how to access it.
- Training mental health first aiders to support the goals of this policy.

Regular Assessment

The company will regularly assess the effectiveness of this policy and its implementation. This will be achieved by:

- Effectiveness of the policy will be assessed through feedback from employees, workforce representatives, the Mental Health Steering group and periodic employee surveys.
- This policy will be reviewed periodically by the Management team considering recommendations and feedback from the Mental Health Steering Group and Mental Health First Aiders.

3 Director sign-off

Name Paul Hodgkiss

Position CEO

Signature *Paul Hodgkiss*

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Document Control

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V1	25/07/2024	AD	Policy implemented
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