



# Mental Health Policy

## 1. Introduction

The Organisation's Mental Health policy outlines our provisions to prevent and address mental health issues among our employees and volunteers. Mental health is just as important as physical health. Mental illness may be detrimental to a person and a team, as it impacts happiness, productivity and collaboration.

With this policy, we aim to support our employees/ volunteers and create a healthy and happy workplace. We want everyone to feel appreciated and be treated fairly.

This policy applies to all our employees, volunteers and contractors. We will consult employees, volunteers, contractors, management and company directors to develop and revise our policy.

## 2. Policy elements

### What is poor mental health?

Poor mental health in the workplace are any conditions that affect employees and volunteers state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns.

Poor mental health manifests in different ways. Some may have no psychological or physical symptoms while others may (e.g. increased blood pressure, lethargy, changes in eating habits.)

Employees and volunteers may experience poor mental health due to reasons that the organisation can control or change which include:

- Excessive pressure;
- Work-life imbalance;
- Lack of appreciation;
- Unpleasant relationships;
- Hostile or toxic workplace conditions.

To every extent possible, the Organisation will aim to recognise and address cases of workplace pressures that contribute to mental health issues.

## 3. Organisation actions

The Organisation aims to:

- Treat poor mental health seriously;
- Support employees and volunteers who face poor mental health;
- Identify issues proactively and resolve them; and
- Create pleasant workplaces in collaboration with managers and employees.

Specific actions related to the organisation are outlined in more detail in our Mental Health at Work Action Plan.

#### **4. Internal policies**

The organisation has policies to help create a safe and understanding environment:

- Anti-retaliation – whistle blowing;
- Anti-discrimination – Equality and Diversity;
- Open communication;
- Flexible working; and
- Leave if needed.

This list is not exhaustive. All these policies aim to preserve a harmonious workplace where employees can enjoy their work and balance their jobs with their personal lives.

#### **5. Mental health awareness**

The Organisation wants to raise mental health awareness and combat the stigmas associated with it. To do this, we will:

- Keep employees informed.
- Offer complimentary Mental Health Awareness Half Day course to all.
- Compile helpful resources. We will establish a repository of articles, videos and infographics about mental health.
- Programme of activity around Mental Health awareness

#### **6. Job-related issues**

Issues related to work/volunteering can heavily burden our employees/volunteers/contractors. We encourage open communication between everyone. If employees/volunteers/contractors have a work-related problem, they should speak openly to their managers. Managers are in turn obliged to listen to their employees and should search for a mutually satisfying solution together.

#### **7. Managers' responsibilities**

Managers will proactively identify poor mental health among their employees/volunteers/contractors. If they perceive that an employees/volunteers/contractors is in a state of emotional or psychological distress, they should reach out to them. They should identify a way to help, including asking the Chief Executive for help.

## **8. Open communication and support**

Often, it's easier to reach out to a colleague instead of a supervisor or HR. We encourage co-workers to support one another when needed and open communication.

## **9. Employee recognition and development**

One way to prevent our employees from excessive stress is to recognise their work and invest in their personal growth. For this reason, the people and culture team will work to establish recognition programs and ways for all employees/volunteers/contractors to develop.

## **10. Compliance with the law**

The law protects employees who live with health medical conditions (e.g. clinical depression) or mental disorders (e.g. bipolar, schizophrenia.) and neurodivergent brain types. Consistent with our nondiscrimination practices, we will treat these employees fairly and we won't oblige anyone to disclose a condition or other medical information if they do not wish. Instead, we will support all employees/volunteers/contractors who come to us regarding their health and establish strategies that apply to everyone.

## **11. Evaluation outcomes**

This policy's provision is not restrictive. We will test its elements to find out what works and what doesn't. To develop, revise and establish this policy, we need everyone's help and support. We can all work to define mental health, causes and seek or offer help when needed. We encourage all employees/volunteers/contractors to share their ideas and concerns.