

INPLACE PERSONNEL SERVICES MENTAL HEALTH WELLBEING POLICY

1. SCOPE

This policy and procedure applies to all employees and workers within the organisation

2. RESPONSIBILITY

The staff in the following roles are responsible for implementing this policy:

- 2.1. Claire Long - Director has overall responsibility for mental health wellbeing.
- 2.2. Andy Wood - Director has responsibility for the development and implementation of policy and procedure.
- 2.3. Claire Long is responsible for training the policy throughout the organisation and communicating internally and externally.

3. DEFINITION

Mental Health wellbeing means providing a working environment that promotes and supports the mental health and wellbeing of all workers.

4. POLICY STATEMENT

At Inplace Personnel Services we strive to create a workplace culture where employees feel comfortable to talk, seek help and support and where mental health wellbeing is recognised and embedded into working practices.

We are committed to being recognised as a responsible employer that supports the mental health wellbeing of all its employees and workers.

5. POLICY COMMITMENTS

- 5.1. We will normalise conversations about mental health at work and break down any stigma.
- 5.2. Our managers will be open and approachable to enable staff to talk about their mental health.
- 5.3. We will increase managers and workers knowledge and awareness of mental health issues.
- 5.4. We will not tolerate any discrimination towards those with mental health issues.
- 5.5. We will facilitate participation in a range of easily accessible mental health wellbeing initiatives and services.
- 5.6. We provide access to mental health education and guidance.
- 5.7. We carry out regular mental health wellbeing surveys to identify causes of workplace stress.
- 5.8. We will appoint a mental health wellbeing champion responsible for mental health wellbeing awareness and initiatives

This policy will be reviewed annually and at any other time it is considered necessary due to changes in business or legislation.