

## MENTAL HEALTH POLICY

Issue No: 01

Issue Date: 01/04/2024

**Our commitments**

We're committed to taking all reasonable steps to make sure that we:

- listen to you if you tell us about your mental health concerns.
- keep information about your mental health confidential
- support you if you're experiencing mental health issues, making reasonable adjustments where needed.
- treating you with respect, not making judgements or assumptions about you because you've told us about a mental health issue.
- help all our colleagues to be more aware about mental health.
- treat any issues of bullying and harassment in relation to mental health issues seriously – see our [Bullying and Harassment / Respect Policy](#)

**Telling us**

If you're living with a mental health issue, we know it can be a difficult step to tell people about it. But we encourage you to talk to your manager, so they can give you the support you need. You can mention it in your next one-to-one or ask to meet with them just to talk about this. Whatever works for you.

Your manager won't judge you. They'll listen to you and talk to you about what they can do to help. You might feel it's enough for them just to be aware of what you're experiencing. Or they might need to make changes to your work or work environment to help – there's more information about reasonable adjustments in the section below. You can discuss and agree what will happen next.

They might suggest that you speak to our independent Employee Assistance Programme, to get some help and advice. They may encourage you to go to your GP for support, if you haven't already. They might also ask you if you're happy to be referred to occupational health. This is so we can get more information about how your mental health issue is likely to affect you at work, and what adjustments we can make to help. There's more information about what happens in an occupational health referral in the Occupational Health Colleague Information Sheet.

If you tell your manager about your mental health concerns, they'll keep this confidential and won't share this information unless you say it's okay – except if we've got serious concerns for your safety or that of others.

**Making reasonable adjustments**

There might be reasonable adjustments we can make at work to help you with your mental health issue. These could be permanent changes, or just temporary ones to help while you need it.

The reasonable adjustments we can make will depend on your circumstances, but the types of changes that might help could be;

- having meetings with your manager more often
- agreeing that we'll tell you information face to face, so you can talk through how you feel about it – or that we'll send information to you in an email first, so you've got time to think through how you want to talk about it. Whatever helps in your situation?
- changing some of your duties
- providing a light box, or somewhere to work with more natural light – which could help if you have Seasonal Affective Disorder (SAD)
- changing your start and finish times, or when you take your breaks. This might help you avoid situations you know are going to be stressful for you.
- agreeing for you to work somewhere else at times if you need to

**Signed:**

(Managing Director)

**Dated: 01/04/2024**