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Mental Health Policy

Our Mental Health policy outlines our provisions to prevent and address mental health issues among our employees. It is not exhaustive and will continue to be reviewed and updated.

Mental health is as important as physical health. Mental illness may be detrimental to a person, as it impact happiness, productivity and collaboration. Mental health issues may affect companies, in the form of:

- Turnover
- Absenteeism
- Employee performance
- Employee substance abuse
- Work-related accidents / incidents
- Workplace violence or harassment

This policy, in conjunction with others, aims to create a healthy and happy workplace, where everyone is supported, appreciated and treated fairly.

This policy applies to all our employees. Peter Hawley (Director – HSQE) is primarily responsible for communicating this policy and overseeing its implementation.

Our policy starts by seeking input from all stakeholders. We will consult employees, senior management and mental health publications and advisors, to develop and revise our policy.

What are mental health issues?

Mental health issues in the workplace are any conditions that affect employees' state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues.

Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g. increased blood pressure, lethargy, changes in eating habits.)

Factors that cause mental health issues

Employees may experience mental health issues for various reasons that an employer cannot control (e.g. hereditary, family conflicts, general health.) But, there are also work-related reasons for mental health problems, including:

- Job insecurity.
- Excessive pressure.
- Work-life imbalance.
- Lack of appreciation.
- Hostile workplace conditions.
- Unsatisfactory job or workload.
- Unpleasant relationships with colleagues or managers.

To every extent possible, our company's leaders aim to recognize and address cases of workplace pressures that contribute to mental health issues.

Company Actions

We aim to:

- Treat mental illness seriously.
- Identify issues proactively, help to resolve them where possible, or provide support in accessing external help.
- Support employees who face mental health problems.
- Create pleasant workplaces in collaboration with managers, employees, and health experts.

Internal Policies

To assist in preventing employee distress, our Company has policies covering key points, such as;

- Anti-retaliation
- Anti-discrimination
- Workplace violence
- Open communication
- Parental leave/ Short-term disability leave

This list isn't exhaustive. Our policies aim to preserve a harmonious, safe workplace where employees can enjoy their work, and balance their jobs with their personal lives.

Mental health awareness

We want to raise mental health awareness and combat associated stigmas. To do this, we will:

- **Keep employees informed.** Employees will have full access to this policy via the company intranet, and updates will be communicated. It will also be incorporated into the company Health & Safety Policy, which is updated each year and distributed. A copy is also given to all new Employees.
- **Compile helpful resources.** We will establish a repository of articles and information about mental health. These resources will exist in a shared folder on the company Intranet, and will be accessible to all employees.
- **Job-related issues.** Issues related to work, compensation, job insecurity and work-life balance can heavily burden our employees. In these cases, we encourage our employees to seek advice, both internally from the designated person, and externally from a mental health professional on how to handle their individual situations better.

Additionally, we encourage open communication between employees and managers. If employees 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.

Managers' responsibilities

Managers should also proactively identify mental health issues among their employees. If they perceive that an employee is in a state of emotional or psychological distress, they should reach out to them.

Here are some tips on how managers can address an employee who suffers from mental health issues in common situations:

- If an employee has work-related problems, managers should endeavor wherever possible to come up with a solution.
- If an employee has issues collaborating with colleagues, line managers should meet with concerned employees and serve as mediators. If the problem is severe (e.g. violence, harassment, victimization), managers should escalate to the Senior Team (Directors, HR)
- If an employee's problems are personal or the employee refuses to discuss them, managers should encourage them to contact a mental health professional.

Open communication and support

We also want to actively support employees who may be at risk of facing mental health issues (e.g. pregnant women, new parents, and retiring employees.) Employees will be actively encouraged to discuss their situations and seek advice.

Often, it's easier to reach out to a colleague instead of a supervisor or HR. We encourage coworkers to support one another when needed.

Employee recognition and development

One way to prevent our employees from excessive stress is to recognise their work and invest in their personal growth. We recognise their working contributions and support all Employees with training and development, in order that they may progress in the company if they choose to do so, and further their career and opportunities.

Compliance with the law

The law protects employees who suffer from medical conditions (e.g. clinical depression) or mental disorders (e.g. schizophrenia.) Consistent with our non-discrimination practices, we will treat these employees fairly and we won't oblige anyone to disclose their condition or other medical information. Instead, we will attempt to support employees who come to us with mental health issues and establish strategies that apply to everyone.

Also, we will make reasonable accommodations for people with mental disabilities where possible (e.g. flexible work arrangements.)

Evaluating outcomes

To develop, revise and establish this policy, we need everyone's help. We can all work to define mental health issues, their causes and seek or offer help when needed. We encourage employees to share their ideas and concerns.

We will continue to review, update and share this policy in accordance with the above.

Robert Hutton
Director
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