



Morson Group

Mental Health Policy

MG | HR | POL | 019

Issue 2 – Aug 2020

Contents

| | |
|--|---|
| Document Control..... | 3 |
| Definition..... | 5 |
| Scope | 5 |
| Policy and Principles | 5 |
| Responsibilities | 6 |
| Communication..... | 8 |
| Monitoring and Review of the Policy..... | 9 |
| Amendment Record | 9 |

Document Control

| | |
|--------------------------|----------------------|
| Morson Reference: | MG/HR/POL/019 |
| Title: | Mental Health Policy |
| Version: | 2 |
| Date: | August 2020 |
| Prepared For: | HR |
| Classification: | INTERNAL |

| | Name | Signature | Date |
|---------------------|-----------------|--|------------|
| Created By: | Joseph Mason |  | 17/08/2020 |
| Checked By: | Heather Deering |  | 17/08/2020 |
| QA Approval: | Becki Ross |  | 17/08/2020 |
| MI Approval: | Ged Mason |  | 17/08/2020 |

Definition

Mental health is defined as a state of wellbeing in which the individual realises their own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to contribute to their community. The definition of 'poor mental health' or 'mental health issues' covers a wide spectrum, from the universal worries and stresses of everyday life to serious, clinically diagnosed, long-term conditions. This range of experiences can affect an individual's ability to manage their life and/or work responsibilities.

Scope

This policy covers all individuals working at all levels and grades, including senior managers, officers, directors, employees (whether permanent, fixed term or temporary) consultants, contractors, trainees, seconded staff, home workers, casual workers and agency staff (collectively "employees").

Policy and Principles

The purpose of this policy is for Morson Group to establish, promote, and maintain the good mental health and wellbeing of all employees through workplace practices, and to encourage and empower employees to take responsibility for their own mental health and wellbeing.

Morson Group believes that the mental health and wellbeing of our employees is key to organisational success and sustainability, with the promotion of good mental health crucial to attracting, retaining, and nurturing the best talent.

Morson Group recognises the support of our employees' mental health and wellbeing as our duty as an employer.

Our goals are to:

- Promote mental health and wellbeing through our management policies, support services, information networks and regular health promotion campaigns.
- Proactively identify and prevent, as far as is practicable, those circumstances detrimental to mental health and wellbeing.
- Decrease, as far as is practicable, absence relating to poor mental health through the elimination of contributing organisational factors.
- Build and maintain a workplace environment and culture that supports positive mental health and wellbeing and prevents discrimination, including bullying and harassment, on the grounds of mental health.

- Increase employee knowledge and awareness of mental health and wellbeing issues, and of those behaviours that can exacerbate or prevent poor mental health.
- Reduce stigma around mental health conditions in the workplace by creating a culture where employees can talk openly about mental health without judgement, if they so choose.
- Provide appropriate and effective support to employees who do experience mental health issues.
- Facilitate and encourage employees' active participation in a range of initiatives that support mental health and wellbeing.
- Ensure all line managers receive training around managing mental health in the workplace, with additional optional training available for other employees.
- Train an active and visible Mental Health First Aider network.

Responsibilities

All employees

- Read and understand this policy, seeking clarification from management or the People Team where required.
- Consider this policy while completing all work-related duties and at any time while representing Morson Group.
- Support colleagues in their awareness of this policy.
- Actively support and contribute to Morson Group's aim of providing a mentally healthy and supportive environment for all employees.
- Participate in open and honest discussions with their Line Manager and the People Team regarding any challenges faced so that appropriate support can be provided where necessary.
- Utilise resources provided by Morson Group in relation to the promotion of good mental health, including attending training, making use of toolkits and general information, and participating in health promotion initiatives and activities.
- Provide feedback to their Line Manager and the People Team regarding continuous improvements that can be made to engender a supportive working environment that is conducive to good mental health.
- Take reasonable care of their own health and wellbeing, recognising the impact of physical health on mental health.
- Take reasonable care that their actions do not affect the health, safety, and wellbeing of other people in the workplace.

- Maintain confidentiality wherever safety is not compromised.

Managers

- Ensure that all employees are made aware of this policy.
- Actively support and contribute to the implementation of this policy and its goals.
- Support the implementation of this policy.
- Identify mental health hazards and risks in the workplace and liaise with the People Team to eliminate and/or reduce these.
- Take an open-minded and non-judgemental approach to supporting employees.
- Create a positive working environment that is conducive to good mental health, where employees understand their role, have realistic targets, are consulted on change, contribute to decisions, receive appropriate training, and are supported to carry out their role effectively.
- Encourage the participation of employees in activities relating to health and wellbeing.
- Actively participate in training around managing mental health and seek out additional advice and training where required.
- Be aware of appropriate resources to signpost employees to when required.
- Show a positive and enabling attitude to candidates which is non-discriminatory.
- Liaise closely with the People Team to assist in the return to work of employees in instances of a period of absence due to poor mental health.

The People Team

- Ensure that they are fully trained to support employees and managers on the topic of mental health.
- Remain knowledgeable of up-to-date and appropriate support, resources, and information available for employees.
- Safeguard their own mental and emotional health, wellbeing, and safety.
- Monitor performance, attendance, timekeeping, and hours of work to identify any possible concerns relating to mental health and wellbeing.
- Identify workplace stressors, conducting risk assessments to eliminate or control the risks from stress.

- Ensure all employees have clearly defined job descriptions, objectives and responsibilities, good management support, appropriate training, and adequate resources to do their job.
- Ensure all employees are treated fairly and consistently.
- Promote and continually review health promotion activities and initiatives.
- Promote and continually review the benefits package as a health and wellbeing resource available to support employees.
- Intervene in instances where behaviour is not conducive to good mental health, ensuring bullying and harassment is not tolerated and any allegations of such are dealt with promptly and appropriately.
- Provide guidance to employees and managers to assist in the return to work in instances of a period of absence due to poor mental health.
- Provide support to the Mental Health First Aiders regarding their mental and emotional wellbeing and facilitate the regular sharing of knowledge and best practice across the network.

The Mental First Aiders

- Ensure they operate within the boundaries of their training.
- Actively participate in Mental Health First Aider forums to share experiences, knowledge, and best practice.
- Safeguard their own mental and emotional health, wellbeing, and safety.
- Remain familiar and up-to-date with the Mental Health First Aid action plan, plus suitable resources for signposting employees to.
- Operate within the boundaries of strict confidentiality, except in instances where direct risk to the individual or to others is identified.

Communication

- All employees are made aware of and receive access to a copy of this policy during the induction process.
- This policy is easily accessible by all members of the organisation.
- Employees are informed when a particular activity aligns with this policy
- Employees are encouraged to actively contribute and provide feedback to this policy.
- Employees are notified of any and all changes to this policy.

Monitoring and Review of the Policy

The People Team will review this policy annually, or sooner if required.

Effectiveness of the policy will be assessed through:

- Feedback from employees, managers, Wellbeing Champions, and the Mental Health First Aider network.
- Review of the policy by the People Team and senior management to determine if goals have been met and identify barriers and enablers to ongoing policy implementation.

Amendment Record

| Issue | Issue Amendments | Date | Issued By |
|-------|------------------|-------------|-----------------|
| 1 | First Issue | 03/05/2019 | Heather Deering |
| 2 | Rebranded | August 2020 | Joseph Mason |