

Mental Health Policy

CMB Engineering views mental health as important as physical health. This policy will outline our provisions to address and prevent mental health issues among all our employees.

Policy brief & purpose

Mental health issues may be detrimental to a person, as it impacts happiness, productivity and general feelings of well-being. Mental health issues may also affect CMB Engineering in the form of:

- Productivity
- Absenteeism
- Poor employee performance
- Work-related accidents
- Employee substance abuse (alcohol or drug misuse)
- Workplace violence, harassment and/or bullying

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

Scope

This policy applies to all employees and offices. Human Resources is primarily responsible for communicating this policy and overseeing its implementation.

CMB will continually seek to develop this policy by consultation with all members of staff, attending mental health awareness clinics and liaising with mental health professionals.

POLICY ELEMENTS

What are mental health issues?

Mental health issues in the workplace can be any conditions that affect an employees' state of mind. These conditions may include mild depression, stress and anxiety (any form of anxiety). Any of these conditions if not recognized may result in burnout or in some cases nervous breakdowns. Substance abuse (alcohol or drug) may also increase mental health issues.

Mental health problems can manifest in different ways, some people may suffer with no physical side effects, while others may experience physical symptoms (e.g. increased blood pressure/being lethargic/changes in eating habits).



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Factors that cause mental health issues

Employees may experience mental health issues for various reasons. Some issues may be work related, such as:

- Job insecurity
- Excessive pressure to hit deadlines
- Work-life imbalance
- Lack of appreciation
- Hostile workplace conditions
- Unsatisfactory job
- Unsatisfactory training on skilled jobs
- Unpleasant relationships with peers and managers

Other issues may not be work related, such as:

- Hereditary conditions
- Family conflict/pressure
- General health
- Financial worries
- Moving/selling home
- Vehicle worries

To every practicable extent, CMB Engineering aims to recognize and address cases of workplace pressures that contribute to mental health issues.

Company Actions

CMB Engineering aims to:

- Treat mental health seriously
- Help breakdown the barriers and stigma surrounding mental health issues
- Identify issues and proactively resolve any
- Support ANY employees who are facing mental health problems
- Make support and assistance clearly visible and available to all staff

Insurance/Professional Services

All CMB employees are offered the health care package that offers mental health (treatment/counselling). Any employee who is unsure of the services available can contact Human Resources for further advice.

The health care provider is HealthShield who offer a 24/7 counselling helpline **0800 028 1963**, if calling state you are a BESL employee. Any contact is in the strictest confidence.

Mental health awareness

To raise mental health awareness and combat the stigma associated with mental health, CMB Engineering will:

- Host information sessions. We will schedule workshops for managers and employees explaining the important elements of recognizing mental health symptoms
- Keep employees informed. We will cascade any future updates to the policy, whenever the policy is updated. The policy will also be presented during new employee inductions
- Compile helpful resources. We will establish a library of articles, useful links and other resources that will be available on the shared drive

Job-related issues

Work related issues can place a tremendous strain and burden on any employee. If you are feeling any work-related issues, we encourage open communication between yourself and your manager/supervisor. Your manager/supervisor is obliged to listen and should search for a mutually satisfying solution. This solution should be achieved through open discussions with the manager/supervisor and the employee. Human resources can be involved to help with the discussions, if requested.

Managers/Supervisors responsibilities

Managers/supervisors should proactively identify any possible sign of mental health related issues with their employees. If they feel that an employee is showing any signs or distress, they should reach out to them. This can be done in an informal way, over a coffee (with no other employees in close contact), to maintain confidentiality. However, if the need for a more formal meeting may be required the manager should contact Human Resources for further advice.

Some common situations and how a manager can help, could be:

- If an employee has work-related problems, the manager/supervisor should look to come up with a satisfactory solution
- If there is an issue between colleagues, managers/supervisors should meet with the employees involved and serve as a mediator. If the problem is severe (e.g. violence, harassment, bullying), managers/supervisors should contact Human Resources
- If an employee does not show any improvement, with regards to their mental health, or is reluctant to discuss the manager/supervisor should encourage them to contact their GP or a mental health professional. Contact Human Resources for further advice, if required

Open communication and support

CMB Engineering wants to actively support employees who are at risk of facing mental health issues and we encourage any employees who feel they are struggling with any issues to speak to their manager/supervisor or Human Resources. Any discussions will be kept confidential. In some instances, you may feel it would be easier to reach out to a colleague, we also encourage co-workers to support each other if or when needed.

Compliance with the law

The law protects employees who suffer from medical conditions or mental disorders. Consistent with our non-discrimination practices we will treat all employees fairly. We will work together and support any employee dealing with any mental health issues in a practicable and sensible way.

Useful links

<https://www.mentalhealth.org.uk/a-to-z/p/physical-health-and-mental-health>

Signed: _____

STEVE BORLEY
GROUP MANAGING DIRECTOR