

**MENTAL HEALTH POLICY STATEMENT**

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

Important aspects of mental health and wellbeing includes providing information and raising awareness, Management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

Claremont Refurbishment Limited is committed to the protection and promotion of the mental health and wellbeing of all staff.

This policy will comply with Health and Safety legislation and best practice guidelines.

This policy will be developed in accordance with existing organisational policies and procedures.

**Promoting the mental wellbeing of all staff through:**

- Providing information and raising awareness about mental wellbeing.
- Providing opportunities for employees to look after their mental wellbeing.
- Promoting policies and practices that promote wellbeing.

**Providing support to employees through:**

- Providing a work environment that promotes and supports mental wellbeing for all employees.
- Offering assistance, advice and support to people who experience a mental health problem while in employment.
- Support for staff returning to work after a period of absence due to mental health problems.

**Everyone has a responsibility to contribute to making the workplace mental wellbeing policy effective:****Managers have a responsibility to:**

- Monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as reasonably practicable.
- Ensure good communication between Management and staff, particularly where there are organisational and procedural changes.
- Assist and support employees who are known to have mental health problems or are experiencing stress outside work - for example due to bereavement or separation.
- Ensure staff are provided with the resources and training required to carry out their job.
- Monitor workloads to ensure that people are not overloaded.
- Ensure staff are provided with meaningful developmental opportunities.

**Employees have a responsibility to:**

- Raise issues of concern and seek help from their line manager, human resources or occupational health department.

The Board of Claremont Refurbishment Limited is fully committed to ensuring that Claremont Refurbishment Limited complies both with the letter and spirit of the principles in the Mental Health Policy. For that reason, Mr Alistair Atkin has been appointed by Claremont Refurbishment Limited with the responsibility and authority to oversee and drive our Mental Health Policy.

For and on behalf of Claremont Refurbishment Limited,

*A. Atkin*

Mr Alistair Atkin  
Director

Date: 1<sup>st</sup> November 2023