



## MENTAL HEALTH POLICY OF DENT STEEL SERVICES LIMITED

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.

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

- Turnover
- Absenteeism
- Poor employee performance
- Employee substance abuse
- Work-related accidents
- Workplace violence or harassment

### DENT STEEL SERVICES COMMITMENT

- To provide a working environment that promotes and supports the mental health and wellbeing of all employees.
- To protect and promote the mental health and wellbeing of all staff.
- To continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.
- To continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.

### MENTAL HEALTH POLICY

- ❖ 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.
- ❖ This policy will be owned at all levels of the company, developed and implemented across all departments, evaluated and reviewed as appropriate.

### POLICY OBJECTIVES

- A. To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills:
  - Reduce discrimination and stigma by increasing awareness and understanding.
  - Give employees information on and increase their awareness of mental wellbeing.
  - Include information about the mental health policy in the staff induction programme.

- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.
  - Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.
  - Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
  - Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
  - Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.
  - Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.
  - Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.
  - Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.
  - Promote and support opportunities to enhance professional development, identified through the appraisal.
  - Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.
- B. To provide support for employees experiencing mental health difficulties:
- Ensure individuals suffering from mental health problems are treated fairly and consistently.
  - Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work.
  - Complete a return to work questionnaire to identify potential issues regarding mental health needs, their sources, and possible areas for improvement.
  - Give non-judgemental and pro- active support to individual staff that experience mental health problems such as counselling, CBT etc.
  - Ensure employees are aware of the support that can be offered through professional programs or alternatively their own GP, or a counsellor.
  - Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.
  - Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.
- C. To encourage the employment of people who have experienced mental health problems:
- Show a positive and enabling attitude to employees and job applicants with mental health issues. This includes having positive statements in recruitment literature.
  - Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act and are trained in appropriate interview skills.
  - Ensure all line managers have information and training about managing mental health in the workplace.
- D. To recognise that workplace stress is a health and safety issue:
- Adopt the principles of the HSE Stress Management Standards for employees or groups of employees that it is felt may be affected by stress.
  - Align with other relevant policies such as physical activity, alcohol and absence management.



- Consult with safety representatives on all proposed action relating to the prevention of workplace stress.
- Provide confidential counselling and adequate resources.
- Provide training in good management practices and being able to recognise symptoms

### **Typical mental and physical symptoms:**

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.) Everyone has a different method of dealing with it. The chemicals that are released by your body as a result of stress can build up over time and cause various mental and physical symptoms such as:

- |                                |                                  |
|--------------------------------|----------------------------------|
| ○ Anger                        | ○ Cramps or muscle spasms        |
| ○ Depression                   | ○ Dizziness                      |
| ○ Anxiety                      | ○ Fainting spells                |
| ○ Changes in behaviour         | ○ Nail biting                    |
| ○ Food cravings                | ○ Nervous twitches               |
| ○ Lack of appetite             | ○ Pins and needles               |
| ○ Frequent crying              | ○ Feeling restless               |
| ○ Difficulty sleeping (mental) | ○ A tendency to sweat            |
| ○ Feeling tired                | ○ Loss of interest in sex        |
| ○ Difficulty concentrating     | ○ Breathlessness                 |
| ○ Chest pains                  | ○ Muscular aches                 |
| ○ Constipation or diarrhea     | ○ Difficulty sleeping (physical) |

### **ROLES AND RESPONSIBILITIES**

#### Dent Steel Services will:

- Treat mental illness seriously.
- Identify issues proactively and resolve them.
- Support employees who face mental health problems.
- Create pleasant workplaces in collaboration with managers, employees and employees.
- Conduct risk assessments to identify all workplace stressors and eliminate or control the risks from stress. These risk assessments will be regularly reviewed.
- Consult safety representatives on all proposed action relating to the prevention of workplace stress.
- Provide training for all managers and supervisors in good management practices.
- Provide confidential counselling for staff affected by stress caused by either work or external factors.
- Provide adequate resources to enable managers to implement the company's agreed stress management strategy.

#### Managers will:

- Conduct and implement recommendations of risks assessments within their area.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded or underutilised;



- Discourage work-related contact with staff outside normal working hours or whilst on holiday.
- Monitor working hours and overtime to ensure that staff are not overworking; monitor holidays to ensure that staff are taking their full entitlement.
- Attend training, as requested, in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff experiencing stress outside work, e.g. bereavement or separation.

#### Human resources will:

- Give guidance to managers on the stress policy.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

#### Employees will:

- Raise issues of concern with your safety representative, line manager or occupational health etc.
- Take an active part in the process of assessing the risk, e.g. completing surveys or providing honest feedback when requested.
- Accept opportunities for counselling when recommended.

### COMMUNICATION OF POLICY

All employees will be made aware of the mental wellbeing policy and the facilities available. This will be part of a health at work policy, which will be included in the employee handbook and employee information or induction packs. Regular updates will be provided to all employees via their line management.

### REVIEW AND MONITORING OF POLICY

The policy will be reviewed annually from point of implementation.

Employees participating in any of the mental wellbeing activities will be regularly asked for feedback.

The human resources department (or an individual as appropriate) will be responsible for reviewing the mental wellbeing policy and for monitoring how effectively the policy meets its aims and objectives

2<sup>nd</sup> April 2020

A handwritten signature in black ink, appearing to read 'Chris Stokes'.

Chris Stokes  
Managing Director