

MENTAL HEALTH AT WORK POLICY STATEMENT

As an employer, Forkers Ltd is committed to promoting positive mental health and wellbeing for all its staff and tackling the causes of work-related mental ill health. We all have mental health just as we have physical health, it can affect anyone regardless of their position, it can change from good to poor and is affected by a range of factors both at work and outside of work. Understanding and addressing factors which affect mental wellbeing at work has a wide range of benefits, for individuals and for the Company.

Our Goals are to;

- Ensure all employees are aware of this policy and it is easily accessible to all employees
- Ensure managers and supervisors receive mental health first aid training and develop skills to promote mental wellbeing of employees and deal with issues around mental health and stress effectively
- Build and maintain a workplace environment and culture that supports mental health and wellbeing
- Reduce stigma around mental health in the workplace
- Provide a workplace where all staff feel able to talk openly about their mental health
- Provide information to increase employee knowledge and awareness of mental health and wellbeing issues
- Provide details of mental health support services such as The Construction Industry Helpline
- Provide assistance, advice and support to employees who are experiencing mental health problems
- Provide support for staff returning to work after a period of absence due to mental health problems
- Set employees realistic targets that do not require them to work unreasonable hours
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management and support, appropriate training and adequate resources to do their job
- Manage conflict effectively & ensure workplaces are free from bullying, harassment, discrimination or racism
- Establish good two-way communication to ensure staff involvement and to develop a culture based on trust, support and mutual respect in the workplace
- Positively encourage the employment of people who have experienced mental health problems by providing fair and non-discriminatory recruitment and selection procedures
- Encourage feedback and ensure the policy is reviewed each January to ensure that it remains relevant.

Managers have a Responsibility to:

- Ensure that all employees are made aware of this policy and actively contribute to its implementation
- Take steps to eliminate or reduce hazards and risks in the workplace as far as is reasonably practicable
- Ensure good communication between management and staff
- Assist and support employees with known mental health problems or experiencing stress outside work
- Ensure staff are competent for their role and are provided with the resources and training required to carry out their job consistent with the maintenance of mental health in the workplace
- Monitor workloads, working hours and overtime to ensure that staff are not overworking and monitor holidays to ensure that staff are taking their full entitlement
- Ensure that staff are provided with meaningful developmental opportunities

All Employees have a responsibility to:

- Understand the policy and seek clarification where required
- Actively contribute and provide feedback to this policy
- Take reasonable care of their own mental health and wellbeing, including physical health
- Take reasonable care that their actions do not affect the mental wellbeing of others in the workplace
- Raise issues of concern and seek help from a company mental health first aider or the HR Department
- Consider this policy while completing work-related duties and at any time while representing Forkers Ltd
- Support and contribute to providing a mentally healthy and supportive environment for all workers.

Forkers will ensure that all matters relating to any employees mental health will be treated in the strictest confidence and shared on a 'need to know' basis only with consent from the individual concerned.



P Watson, Managing Director

1st January 2021