

# **Mental Health and Wellbeing Policy**

## **1. Introduction**

The Mossspark group of companies are committed to promoting and supporting the mental health and wellbeing of all employees. We recognise that good mental health is vital to overall wellbeing and productivity, and we aim to create a supportive workplace where employees feel valued, respected, and able to seek help when needed.

## **2. Scope**

This policy applies to all employees, contractors, and temporary staff working for the Mossspark group of companies. It sets out our commitment to supporting mental health and provides guidance on the resources and support available.

## **3. Policy Objectives**

- Foster a workplace culture that supports mental health and wellbeing.
- Reduce stigma and encourage open discussions about mental health.
- Provide access to appropriate support and resources.
- Ensure managers are equipped to support employees with mental health concerns.
- Promote work-life balance and prevent work-related stress.

## **4. Responsibilities**

### **4.1 The Company**

The Company is responsible for:

- Creating a supportive environment that promotes mental wellbeing.
- Providing access to an employee helpline or other mental health resources.
- Ensuring policies and procedures promote work-life balance.
- Providing training to managers on mental health awareness and support.

### **4.2 Managers**

Managers are responsible for:

- Recognising signs of stress or mental health issues and offering appropriate support.
- Encouraging open discussions and signposting employees to available resources.
- Implementing reasonable adjustments to support employees with mental health conditions.
- Promoting a healthy work-life balance within their teams.

### **4.3 Employees**

Employees are responsible for:

- Looking after their own mental wellbeing and seeking support when needed.
- Supporting colleagues and fostering a positive work environment.

- Communicating with their manager if they experience work-related stress or mental health concerns.

## **5. Support and Resources**

- Access to a confidential employee helpline.
- Signposting to external mental health organisations and resources.
- Flexible working arrangements where possible to support work-life balance.

## **6. Managing Mental Health Concerns**

If an employee is experiencing mental health issues:

- They are encouraged to speak to their manager or HR for support.
- A wellbeing action plan may be created to identify reasonable adjustments.
- If necessary, referrals to occupational health or external support services may be made.

## **7. Confidentiality**

All discussions regarding mental health will be treated with the highest level of confidentiality, in line with data protection laws. Information will only be shared with relevant parties when necessary and with the employee's consent.

## **8. Review and Monitoring**

This policy will be reviewed annually to ensure it remains effective and aligned with best practices. Feedback from employees will be considered in future updates.

For further information or support, please contact Clare Nardone, HR Manager on [humanresources@mosspark.org.uk](mailto:humanresources@mosspark.org.uk)