

# MENTAL HEALTH & WELLBEING POLICY STATEMENT

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Coleman Construction and Utilities Limited believes that the mental health and wellbeing of our staff is key to organisational success and sustainability. We recognise that mental ill health and stress are associated with many of the leading causes of disease and disability in our society.

Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work. Our policy is to create a workplace environment that promotes the mental wellbeing of all employees, and to develop a supportive culture.

Important aspects of mental wellbeing include 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 poor mental wellbeing or returning to work after a period of absence due to poor mental wellbeing.

To achieve this, we aim to:

- Build and maintain a workplace environment and culture that supports mental health and wellbeing.
- Increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- Ensure all line managers have information and training about managing mental health in the workplace.
- Provide non-judgemental and proactive support to staff who experience mental health problems, including depression and anxiety.
- Consider making working arrangements flexible where possible.
- Set employees realistic workloads and targets that do not require them to work unreasonable hours.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establish effective two-way communication to ensure worker involvement, particularly during periods of organisational change.
- Identify workplace stressors and conduct risk assessments to eliminate or reduce stress risks.
- When recruiting, not make assumptions that a person with a mental health illness will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.

We encourage all our workers to:

- Understand this policy and seek clarification from management where required.
- Consider this policy and associated documents while completing work-related duties.
- Support fellow workers and not make people feel guilty about their problems or otherwise treat them unfairly or inconsistently.
- Seek assistance if they feel they have any mental health concerns.
- Raise any concerns about other workers with the appropriate manager.
- Support and contribute to a mentally healthy and supportive environment for all workers.
- Understand that what we eat and drink, not only has a physical impact on our body, but can also contribute to our mental health, resulting in improved levels of concentration, mental alertness and ability to cope with everyday stresses and strains.
- Understand that engaging in physical activity leads to improved concentration and mental alertness and improved cooperation and rapport with colleagues.

This policy statement will be briefed to all employees at induction and following any changes and shall be formally reviewed on an annual basis at the Management Review meeting.

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