



Workplace Mental Health and Wellbeing Policy

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 essential for individuals' physical health, social wellbeing and productivity.

Many factors in the workplace influence the mental well-being of individual employees. Understanding and addressing the factors affecting people's mental

wellbeing at work has a wide range of benefits for individuals and the organisation. 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.

This workplace mental wellbeing policy covers the following aspects of mental health and wellbeing:

Awareness

Decent Cleaning will promote the awareness of mental wellbeing of all employees through;

- Providing information and raising awareness about mental health.

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- Providing opportunities for employees to look after their mental wellbeing.

Management

Decent Cleaning will assist managers and supervisors to;

- Promote the mental well-being of employees
- Deal with mental wellbeing issues swiftly and effectively.

Support

Decent Cleaning will provide support to employees by;

- Providing a work environment that promotes and supports mental well-being for employees.
- Offering advice and support to employees experiencing mental health issues.
- Support employees and aid their return to work after a period of absence due to mental health problems.

Employment

Decent Cleaning will help employees get back to work after a period of absence due to mental unwellness through;

- Make reasonable adjustments that are suitable for the company and the employee.
- Retaining employees who develop a mental health problem, without detriment to either party.

Review

- Decent Cleaning will review this policy annually to ensure it is relevant and fit for purpose.
- Decent Cleaning will continue to review general practices to ensure the policy is effectively communicated and managed.

Scope

This policy applies to every person within the Decent Cleaning company. Implementing this policy will also support the company's other health and safety policies, such as the drug and alcohol policy and the return to work policy.

Objectives



These objectives have been developed to assist managers in our efforts to support and prevent mental health issues in the workplace.

Give employees information to increase their awareness of mental well-being.

Provide opportunities for employees to improve their mental well-being by promoting social events and physical activities.

Provide adequate employee training (including a comprehensive induction) and promote personal development.

Give employees realistic targets that do not require them to work unreasonable hours.

Ensure employees have a clearly defined job description and are fully aware of their roles and responsibilities.

Manage conflict effectively and prevent bullying, harassment, discrimination and racism in the workplace.

Establish trust and two-way communication throughout the organisation.

Create and promote a culture where employees feel able to talk openly about their job and mental health issues without fear of reprisal or judgment.

Give non-judgmental support for individuals who are experiencing mental health issues. Deal sympathetically with employees suffering from mental health problems.

Ensure individuals suffering from mental health problems are treated fairly and are given the correct support.

Encourage those suffering from mental health problems to consult with their own GP or counsellor of their choice.

Investigate the contribution of working conditions to mental health problems and remedy where possible.

In long-term absence, encourage a gradual return to work that is adequately risk-assessed.

Treat all matters relating to individual employees and their mental health in the strictest confidence and share only on a 'need to know' basis.

Show a positive attitude to applicants with mental health issues, making it clear during the recruitment process that employees who disclose mental health issues are not discriminated against.

This policy is supportive of the Disability Discrimination Act.

Do not assume that a person with mental health problems will be more vulnerable to workplace stress or be unable to work to the same standards as others.



The Wellbeing consultant will review the policy and monitor its effectiveness in meeting its objectives.

Measurable indicators will be;

- Accidents at work
- Staff complaints
- Sickness levels
- Employee surveys
- Staff turnover.

Responsibilities

Management

Monitor workplace activities, identify hazards and take steps to eliminate or reduce them so far as reasonably practicable.

Ensure good communication is on site, particularly during an organisational or procedural change.

Assist and support employees with mental health problems.

Monitor workloads and working hours, and encourage employees to take their holiday entitlement.

Employees

Raise concerns and seek help from their line manager, safety department, or wellbeing representative.

Accept help, support and guidance when given.

Raise concerns when colleagues are presenting symptoms of mental health issues or have had a significant change in personality or work behaviours.

The policy will be reviewed annually from the date below.

Date: 17th July 2024

Signature: 