

## Mental Health & Wellbeing Policy

ZJ Mechanical Limited t/a ZJ Building Services is committed to the protection and promotion of the mental health and wellbeing of all employees.

The company shall 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.

The company shall 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.

### **To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills, we will do the following;**

- ◆ Reduce discrimination and stigma by increasing awareness and understanding.
- ◆ Give employees information on and increase their awareness of mental wellbeing.
- ◆ 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.
- ◆ Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- ◆ Establish good two-way communication to ensure employees 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.
- ◆ 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 employees in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

### **To recognise that workplace stress is a health and safety issue we will do the following;**

- ◆ Adopt the principles of the HSE *Stress Management Standards* for employees or groups of employees that it is felt may be affected by stress.
- ◆ Consult with safety representatives on all proposed action relating to the prevention of workplace stress.
- ◆ Provide training in good management practices.
- ◆ Align with other relevant policies such as physical activity, alcohol, and absence management.

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**To provide support for employees experiencing mental health difficulties we will do the following;**


- ◆ 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, where possible, a phased return to work.
- ◆ Give non-judgemental and proactive support to individual employee that experience mental health problems by creating an 'open door' culture and providing all employees with mental health charity and support contact details.
- ◆ Ensure employees are aware of the support that can be offered through a GP or counsellor.
- ◆ Make every effort to identify suitable temporary arrangements to accommodate and support the employee. In consultation with the employee.
- ◆ Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis.

**To encourage the employment of people who have experienced mental health problems we will do the following;**

- ◆ Show a positive and enabling attitude to employees and job applicants with mental health issues.
- ◆ Ensure that all employees involved in recruitment and selection are briefed on mental health issues, Disability Discrimination Act.
- ◆ Ensure all Managers/Supervisors have information and training about managing mental health in the workplace.

### Review and monitoring

- ◆ The policy, status updates and evaluation reports will be circulated to management and be available from HR.
- ◆ 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.
- ◆ The policy will be reviewed annually from implementation.

<b>Signed</b>		<b>Position</b>	Managing Director
<b>Name</b>	Lewis Thurlwell	<b>Date</b>	18/09/2025