



**Plastica Ltd**

## **Mental Health & Wellbeing Policy**

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## **1.0 Introduction**

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 our workforce is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

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.

Important aspects of mental health and wellbeing includes 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 a mental health problem or returning to work after a period of absence due to mental health problems.

Plastica are committed to the protection and promotion of the mental health and wellbeing of all staff. We will continuously strive to improve the mental health environment and culture of the company by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to our employees.

Plastica will continuously strive, as far as is reasonably practicable, to promote mental health throughout the workplace by establishing and maintaining processes that enhance mental health and wellbeing.

## **2.0 Aim**

To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

## **3.0 Scope**

This policy will comply with Health & Safety legislation and best practice guidelines.

This policy will be developed in accordance with existing organisational policies and procedures.

This policy will be owned at all levels of the company, developed and implemented across all departments, evaluated and reviewed as appropriate.

## 4.0 Objectives

### 4.1 To tackle workplace factors that may negatively affect mental wellbeing, and to develop management skills to promote wellbeing and manage mental health problems effectively

We aim to create and promote a workplace environment that supports and promotes the mental wellbeing of all employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, and environmental and social conditions that have the potential for psychological as well as physical harm.

Actions:

- Give employees information on and increase their awareness of mental wellbeing.
- Give all staff the opportunity to influence how they do their jobs, scope for varying their working conditions as far as possible and opportunities to develop and fully utilise their skills.
- 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 support, appropriate training and adequate resources to do their job.
- Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Address violence, aggression and other forms of inappropriate behaviour through disciplinary action.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.

### 4.2 To develop a culture based on trust, support and mutual respect within the workplace

As an employer we aim to create and promote a culture where employees are able to talk openly about their job and mental health problems and report difficulties without fear of discrimination or reprisal.

Actions:

- Give non-judgemental and proactive support to individual staff who experience mental health problems.
- Deal sympathetically with staff suffering from mental health problems due to circumstances outside the workplace and who consequently find it difficult to do their jobs properly.
- Give new employees a comprehensive induction programme providing an understanding of the organisation, the established policies and procedures and the role they are expected to carry out.

#### **4.3 To provide support and assistance for employees experiencing mental health difficulties**

Actions:

- Ensure individuals suffering from mental health problems are treated fairly and consistently and are not made to feel guilty about their problems.
- To have an in-house Mental Health First Aider to act as a point of contact and reassurance for those experiencing a mental health issue or emotional distress.
- Encourage individuals to consult their GP or a counsellor of their choice.
- A 24 hour advice and Information Line including up to 6 sessions of face to face counselling/telephone counselling or cognitive behavioural therapy (CBT) (counselling, legal, health and wellbeing advice) is available for all members of the Westfield Health Foresight Health Cash Plan (offered on successful completion of probationary period).
- Investigate the contribution of working conditions and other organisational factors to mental ill health and remedy this where possible.
- Treat all matters relating to individual employees and their mental health problems in the strictest of confidence and share on a 'need to know' basis only with the consent from the individual concerned (unless there is a justified concern over the individual's safety or that of those working with them).

#### **4.4 To positively encourage the employment of people who have experienced mental health problems by providing fair and non-discriminatory recruitment and selection procedures**

As an employer we recognise that people who have or have had mental health problems may have experienced discrimination in recruitment and selection procedures. This may discourage them from seeking employment.

Actions:

- Show a positive and enabling attitude to employees and job applicants with mental health issues.
- Do not make assumptions that a person with a mental health problem will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- For HR, who are briefed in mental health awareness and who understand the Disability Discrimination Act, to be involved in any recruitment process.

#### **4.5 To recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors**

Actions:

- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- Provide training on good management practices, including those related to health and safety and stress management.

- Provide adequate resources to enable managers to implement Plastica's agreed Mental Health and Wellbeing Policy.

## 5.0 Responsibilities

Everyone has a responsibility to contribute to making the Mental Health and Wellbeing Policy effective.

All employees are encouraged to:

- Understand this policy and seek clarification from management where required.
- Consider this policy while completing work-related duties.
- Support fellow workers in their awareness of this policy.
- Support and contribute to Plastica's aim of providing a mentally healthy and support environment for all.

All employees have a responsibility to:

- Take reasonable care of their own mental health and wellbeing.
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.
- Raise issues of concern about themselves or others regarding poor mental health and seek help from their Supervisor/Manager, Snr Manager, Mental Health First Aider or HR.
- Discussing with their Supervisor/Manager any appropriate measures to make their work less stressful.

Managers/Supervisors have a responsibility to:

- Monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Assist and support employees who are known to have mental health problems or are experiencing stress outside of work.
- Ensure staff are provided with the resources and training required to carry out their job.
- Monitor workloads to ensure that people are not overloaded.
- Monitor 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 all workers are made aware of this policy
- Actively support and contribute to the implementation of this policy
- Encourage a workplace culture where mental health, wellbeing and physical wellbeing are regarded as equally important.
- Recognise and resolve work-related issues at individual and team level where possible
- Liaise with the Mental Health First Aider and/or HR to maximise the support to employees who have mental health issues.
- Manage absence in accordance with the policy.
- Ensure that bullying and harassment is not tolerated within the work areas.

- In addition, senior management will ensure that staff performing a management or supervisory function have sufficient competence to discharge that function in a manner consistent with the maintenance of mental health in the workplace.

Mental Health First Aiders have been taught to:

- Spot the signs of a mental health issue (including during a mental health crisis)
- Offer and provide initial help
- Guide a person towards appropriate treatment and other sources of supportive health
- Raise awareness of mental health issues
- Reduce stigma and discrimination

## **6.0 Communication**

This policy is referred to in our Employee Handbook and a copy will be provided to all new employees during the Induction process.

An up to date copy of this policy is available on the Company Intranet.

Any updates to this policy will be emailed to all employees (Supervisors/Managers will be responsible for ensuring this is received by those without email access).

## **7.0 Review and Monitoring**

The HR Department and Health & Safety Representatives are responsible for reviewing this policy and monitoring how effectively it meets its objectives.