



ADMINISTRATION

MENTAL HEALTH & WELL-BEING POLICY

1. Policy Statement

We are committed to promoting and supporting the mental health and well-being of all members of our organization. We recognize that mental health is as important as physical health and that everyone should have access to a supportive and inclusive environment where mental well-being is valued and supported.

2. Purpose

This policy outlines our commitment to:

- Fostering a culture that supports mental well-being.
- Reducing stigma associated with mental health challenges.
- Providing support related to mental health.
- Encouraging open and honest communication.

3. Scope

This policy applies to all employees and anyone working on behalf of the organization, including contractors.

4. Objectives

- Promote a culture that encourages positive mental health.
- Identify and address workplace or environmental factors that may negatively affect mental well-being.
- Encourage early intervention and reduce the risk of mental health-related issues escalating.

5. Roles and Responsibilities

Leadership/Management:

- Model healthy behaviours and attitudes.
- Encourage work-life balance and reasonable workloads.
- Provide support to individuals experiencing mental health issues.
- Maintain confidentiality and treat mental health matters sensitively.



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Individuals:

- Take responsibility for their own mental health and seek support when needed.
- Be respectful and supportive toward others' mental health experiences.

6. Support and Resources

We will provide or signpost to:

- Medical or counselling services.
- Flexible work arrangements where possible.

7. Confidentiality

All mental health disclosures will be handled with confidentiality, unless there is a risk of harm to the individual or others. Information will only be shared with consent, or when legally required.

8. Review

This policy will be reviewed annually, or more frequently, if necessary, to ensure it remains effective and relevant.

R DUNCAN
Managing Director

A handwritten signature in black ink, consisting of a stylized 'R' followed by a long horizontal line.

ISSUED: 30.04.2026

REVIEW: 30.04.2027