

Mental Health & Wellbeing Policy

Southern Green promotes the mental health and wellbeing of all staff, and encourages staff to take responsibility for their own mental health and wellbeing. Mental health, fatigue and other occupational ill health conditions can build up over time, often without anyone realising, and Southern Green is dedicated to supporting any member of the team suffering with their mental health. This policy is intended as guidance, and does not form part of the contract of employment and will be reviewed, and amended, as required.

The aim of this policy is to: -

1. Ensure the company complies with the Working Time Regulations 1998, with monitoring of workloads/work planning to ensure staff are not overloaded.
2. Encourage a healthy work/life balance through flexible working.
3. Build and maintain an environment and culture based on trust and mutual respect in the workplace, supporting mental health and wellbeing, and preventing discrimination of any form (including bullying and harassment).
4. Increase employee knowledge and awareness of mental health and wellbeing issues, as well as the support available.
5. Reduce stigma around stress, anxiety and mental health in the workplace.
6. Facilitate employee's active participation in a range of initiatives that support mental health and wellbeing.

To deliver these aims, Southern Green will: -

1. Ensure that all employees are made aware of this policy and the support available.
2. Facilitate and encourage open conversations surrounding mental health, establishing good two-way communication and listening to staff whilst respecting confidentiality, treating staff with respect, without judgement or assumptions.
3. Monitor employee mental health and wellbeing by talking to employees and understanding risk factors.

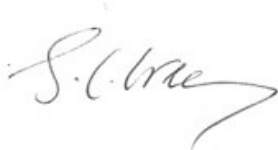
To support these initiatives Southern Green will maintain a comprehensive induction and ongoing training opportunities ensuring: -

1. Staff are able to undertake their role confidently.
2. Reasonable adjustments made available if required.
3. Mental health information displayed throughout the office.
4. A member of staff trained in Mental Health First Aid able to signpost and provide information and resources.
5. A safe and supportive office working environment maintained to a high standard of care.
6. Effective management with widely publicised and available support including informal coffee breaks to promote open conversation outside of the office environment and regular staff reviews incorporating wellbeing discussions.
7. Realistic and achievable careers targets set and training needs are discussed.
8. A "gripes and suggestions" box for staff to anonymously report any concerns or issues.
9. Professional and social events inside and outside of the office environment.

All employees of Southern Green are encouraged to: -

1. Understand this policy and the resources and support mentioned within it, seeking clarification from senior members of the team or the dedicated mental health trained members of staff where required.
2. Consider this policy whilst at, and completing work on behalf of Southern Green.
3. Support fellow workers in their awareness of this policy.
4. Support and contribute to Southern Green's aim of providing a mentally healthy and supportive environment for all workers.
5. Take reasonable care of their own mental health and wellbeing, including physical health.
6. Take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Simon Green
Director



Ros Southern
Director



Liam Haggarty
Director



Sources of support: -

<https://www.nhs.uk/nhs-services/mental-health-services/>

<https://www.gateshead.gov.uk/article/3876/Mental-health-and-wellbeing>

<https://www.mind.org.uk/information-support/guides-to-support-and-services/seeking-help-for-a-mental-health-problem/where-to-start/>

<https://www.samaritans.org/>

<https://www.sja.org.uk/course-information/guidance-and-help/mental-health-resources/>