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# INNOVATIVE SERVICES LTD.

## MENTAL HEALTH & WELLBEING POLICY

<b>DATE OF POLICY</b>	<b>19<sup>th</sup> August 2022</b>
<b>CREATED BY</b>	<b>J. NAGUAR</b>
<b>Version</b>	<b>1</b>

<b>REVIEW POLICY DATE:</b>	<b>15<sup>th</sup> February 2024</b>

# Mental Health and Wellbeing Policy

## Purpose

This policy sets out the framework for our organisation to provide an environment that promotes and supports a positive state of mental health and wellbeing for our employees and those we work with. The policy also aims to ensure those who are experiencing mental health issues are supported and treated with respect, confidentiality and without discrimination.

## Commitments and Actions

1. Build and maintain a workplace environment and culture that supports positive mental health and wellbeing and prevents discrimination (including bullying and harassment).  
We will do so by:
  - a. Providing effective training to aid understanding and eliminate stigma relating to mental health issues.
  - b. Implementing measures at all levels of the organisation that provide a workplace and culture that promotes good mental health and wellbeing.
  - c. Listening to our staff and implementing and/or adapting workplace and recreational health policies to support our Mental Health and Wellbeing Policy and evaluating their effectiveness.
  
2. Increasing employee knowledge and awareness of mental health and wellbeing issues and providing opportunities to practice techniques to improve physical and mental health. To do this we will:
  - a. Promote understanding of the importance of mental health and physical and mental wellbeing to all employees, through timely communications and training.
  - b. Ensure all employees and contractors receive a copy of this policy during the induction process and have continued access to the policy throughout the length of their employment and contracted service with us.
  - c. Provide training to managers on recognising mental health issues and supporting employees.

3. Ensuring our management arrangements reflect Health and Safety Executive good practice in stress management, recognising that managing stress in the workplace is a key component of supporting employee mental health and wellbeing. We will do so by:
  - a. Implementing effective arrangements for identifying workplace stressors and conduct risk assessments to minimise stress.
  - b. Providing training for all managers and supervisory staff in good stress management practices.
  - c. Promoting an environment where staff and contractors are encouraged to feedback any factors in their job roles that adversely affect their mental health.
  - d. Ensuring that managers and supervisors are aware of their responsibilities towards their staff and engaged contractors, including setting and managing performance in a manner that is consistent with this policy.
4. Providing proactive support for staff who are experiencing mental health problems, inside and outside the workplace, in a positive manner. To achieve this, we will:
  - a. Ensure provision of appropriate support services for employees experiencing mental health problems.
  - b. Ensure that any employee or contractor suffering from mental illness is treated fairly, with respect and confidentiality and without discrimination.
  - c. Provide training to line managers and employees in the range of support available and how to access it.
  - d. Train mental health first aiders to support the goals of this policy.
5. Regularly assess the effectiveness of this policy and its implementation. We will:
  - a. Assess and review the effectiveness of the policy from feedback from employees, workforce representatives, contractors, and periodic surveys.