

## Mental Health & Wellbeing Policy Statement

### Purpose

The purpose of this policy is for Alcema, Alcema Construction & Alcema Fire Safety Limited to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

We appreciate that individuals can experience periods - sometimes prolonged periods - of poor mental health in the same way as with physical health. We commit to providing support for employees going through mental health problems because we recognise that all of our employees provide a substantial contribution to the success of this company.

For the purposes of this policy, the term 'mental health problem' includes mental health conditions that have been diagnosed by a medical professional as well as signs of stress and anxiety.

Alcema & Alcema Fire Safety Limited believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

### Goals

#### Alcema, Alcema Construction & Alcema Fire Safety Limited

We understand that, as a company, we must comply with health and safety legislation. We undertake to create a safe workplace in which we will actively take measures to limit risks to mental health and wellbeing.

We also acknowledge our obligations under the Equality Act 2010 in respect of making reasonable adjustments for employees with a disability.

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate employee's active participation in a range of initiatives that support mental health and wellbeing.

### Scope

- This policy applies to all employees of Alcema, Alcema Construction & Alcema Fire Safety Limited, including contractors and casual staff.

### Responsibility

All employees are encouraged to:

- Understand this policy and seek clarification from management where required.
- Consider this policy while completing work-related duties and at any time while representing Alcema & Alcema Fire Safety Limited.
- Support fellow workers in their awareness of this policy.

Organisation <b>Alcema, Alcema Construction &amp; Alcema Fire Safety Limited</b>		Title/Subject <b>Mental Health &amp; Wellbeing Policy</b>		Number <b>H&amp;S-DEPT-308</b>	
Owner <b>Jason Spencer</b>	Approved by <b>Chas Bray</b>	Date <b>17/08/2024</b>	Version <b>1.7</b>	Page 1	

- Support and contribute to Alcema, Alcema Construction & Alcema Fire Safety Limited’s aim of providing a mentally healthy and supportive environment for all workers.

All employees have a responsibility to:

- We actively encourage employees to be open and honest about their mental health and to inform their manager of any issues at an early opportunity to allow these to be addressed. There is also an expectation on all employees to conduct themselves in a helpful and open-minded manner towards colleagues who have mental health problems.
- Behaviour which is deemed by us as being harassing or bullying in nature which is either a contributory factor to an employee’s poor mental health, or is in reaction to the employee’s current situation, is unacceptable and will be dealt with under our disciplinary procedure.
- Take reasonable care of their own mental health and wellbeing, including physical health.
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Managers have a responsibility to:

- Ensure that all workers are made aware of this policy.
- Actively support and contribute to the implementation of this policy, including its goals.
- Manage the implementation and review of this policy.
- Where necessary, managers will invite the employee to regular private meetings and ask them to talk openly about their mental health problems. The manager will not make presumptions about how the mental health problem is impacting on the employee personally and professionally. Initial action will include checking how the employee is getting on at work, in the same manner as if the employee was suffering from a known physical health problem.
- In a more general sense, managers will strive to create an environment in which employees feel capable of approaching their manager to discuss their mental health.

## Communication

**Alcema, Alcema Construction & Alcema Fire Safety Limited** will ensure that:

- All employees receive a copy of this policy during the induction process.
- This policy is easily accessible by all members of the organisation.
- Employees are provided with information on the Employee Assistance Programme (EAP).
- Employees are informed when a particular activity aligns with this policy.
- Employees are empowered to actively contribute and provide feedback to this policy.
- Employees are notified of all changes to this policy.

## Monitoring and Review

Alcema, Alcema Construction & Alcema Fire Safety Limited will review this policy twelve months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- Feedback from workers and management.
- Review of the policy by management and employees to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

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All Directors, Managers and Supervisors will enforce this Policy. The Managing Director, Mr Jason Spencer is directly responsible for the health and safety of the company and signs this policy statement in acknowledgement of this.

Signed:



Managing Director, Alcema, Alcema Construction & Alcema Fire Safety Limited

Review Date: 17/08/2024

Next Review: 16/08/2027

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