

Our Health & Wellbeing policy outlines our provisions to prevent and address mental health issues among our employees. Mental health is considered to be as important as physical health.

Mental illness may be detrimental to a person, as it impacts peace of mind, productivity and collaboration. Mental health issues can manifest in the form of:

- Turnover
- Absenteeism
- Poor employee performance
- Employee substance abuse
- Work-related accidents
- Workplace violence or harassment

With this policy, we aim to support our employees and create a healthy and happy workplace. We want everyone to feel appreciated and to be treated fairly.

## Scope

This policy applies to all our employees.

## Policy

To every extent possible, our company's leaders aim to recognise and address cases of workplace pressures that contribute to mental health issues. We aim to preserve a harmonious workplace where employees can enjoy their work and balance their jobs with their personal lives.

### What are considered to be mental health issues?

Mental health issues in the workplace are any conditions that affect employees' state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues.

Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g. increased blood pressure, lethargy, palpitations, changes in eating habits.)

### Factors that can cause mental health issues

Employees may experience mental health issues for various reasons that an employer cannot control (e.g. hereditary, family conflicts, general health.) But, there may also be work-related reasons for mental health problems, including:

- Job insecurity
- Excessive and consistent pressure
- Work-life imbalance
- Lack of appreciation
- Hostile workplace conditions
- Unsatisfactory job or workload
- Unpleasant relationships with colleagues or managers

## Company Actions

All managers and HR must ensure the company adheres to this policy. They are responsible for:

- ensuring that we take mental illness seriously
- identifying issues proactively and work towards resolving them
- supporting employees who are facing mental health problems
- creating and maintaining suitable workplaces

As a way to prevent distress, we will strive to ensure that we communicate effectively with our employees, be ethical and respectful in the way that we behave, we will ensure that we adopt non-discriminatory practices and we will not tolerate workplace violence under any circumstances.

Wherever necessary, we will consider flexible working practices to support recovery of employees with mental health issues.

As per the Occupational Health Policy, we will continue to undertake Health Surveillance and will help in the support of identifying appropriate counselling where required.

## **Mental Health Awareness**

We will raise mental health awareness and work towards combating the stigmas associated with them. To support this, we will:

- schedule periodic workshops for managers and employees explaining important elements of mental health
- organise an event to present updates to this policy whenever it's modified
- present this policy to new employees
- Establish a repository of articles, videos and infographics about mental health. These resources will exist on the BMS and major articles will be on the wellbeing noticeboards across sites and offices.

## **Employee Responsibilities**

We encourage open communication between employees and managers. If employees have a work-related problem, they should speak openly to their managers.

## **Managers' responsibilities**

Managers are obliged to:

- listen to their employees and search for a mutually satisfying solution
- Proactively identify mental health issues among their employees. If they perceive that an employee is in a state of emotional or psychological distress, they should reach out to them
- Serve as a mediator if an employee has issues collaborating with colleagues. If the problem is severe (e.g. violence, harassment, victimisation), managers should immediately contact HR.
- encourage an employee to seek support from a mental health professional if they refuse to discuss their issues with any company representative

## **Compliance with the law**

The law protects employees who suffer from medical conditions (e.g. clinical depression) or mental disorders (e.g. schizophrenia.) Consistent with our non-discrimination practices, we will treat these employees fairly and we won't oblige anyone to disclose their condition or other medical information.



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**Next Review Date: 1<sup>st</sup> July 2022**