

Mental Health and Well Being Policy

About this Policy

1. Reasons for our mental health and emotional well-being

To support employees to be their best at work and feel confident that when they have a period of mental ill health, they have somewhere to turn to for support and guidance.

Many factors in the workplace influence mental well-being of individual employees, departments or organisations as a whole. Understanding and addressing the factors, which affect people's mental well-being at work have a wide range of benefits, both for individuals and the organisation.

Mental well-being in the workplace is relevant to all employees, and everyone can contribute to improved mental well-being at work. Addressing workplace mental well-being can help strengthen positive and protective factors of employment reduce risk factors for mental ill health and improve the general health. It can also promote the employment of people who have experienced mental health problems and support them once they are in work. There needs to be a non- judgemental environment and a safe place to talk for people who are suffering with mental ill health. This policy is part of a series of policies that have the desire to promote well-being and support within our company.

The mental well-being policy covers the following aspects of mental health and well-being and will be supported by our appointed Employers Assistance Provider.

2. Purpose

The purpose of this policy is for LC Construction to establish, promote and maintain the mental health and well-being of all staff through workplace practices and encourage staff to take responsibility for their own mental health and well- being.

To support employees to be their best at work and feel confident that when they have a period of mental ill health, they have somewhere to turn to for support and guidance.

LC Construction believes that the mental health and well-being of our staff is key to organisational success and sustainability.

3. Goals

LC Construction aims to:

- Build and maintain a workplace environment and culture that supports mental health and well-being and prevents discrimination (including bullying and harassment)
- Increase employee knowledge and awareness of mental health and well-being issues and behaviours.
- Facilitate employee active participation in a range of initiatives that support mental health and well-being.
- To ensure employees also feel like they have someone who will listen when they need support.

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- **WE AIM TO BE ABLE TO DEMONSTRATE EXCELLENCE IN MENTAL HEALTH & WELL-BEING SYSTEMS.**

4. Promotion of Mental Well-Being the mental well-being of all staff through:

- Providing information and raising awareness about mental health & well-being.
- Providing opportunities for employees to look after their mental well-being.
- Promoting policies and practices that promote well-being.

5. Developing skills for managers and supervisors and staff: to be able to:

- Promote the mental well-being of employees.
- Deal with issues around mental health and stress efficiently.
- Making sure management are aware of the requirement of the equalities Act 2010.
- Not discriminate against any employee suffering from mental illness.

6. The company appoint mental health first aiders

The company will train and appoint people to act as mental health first aiders, the number will be appropriate to our size.

7. General Well-being policy actions:

- Give employees information on and increase their awareness of mental well-being.
- Work with employed to offer, where practical, flexible working arrangements that promote their mental well-being.
- Help employee to manage conflict effectively and work with employers if there has been any bullying and harassment, discrimination and racism.

Reduce stress by:

- Making sure the demands of the job are clearly defined and that workloads are not unreasonable.
- Encourage employees to have a say in the way they do their work.
- Provide support and training for the work required to be undertaken by the employee.
- Encourage and promote positive internal and external relations.
- Help employees to encourage staff to be able to talk openly about their job and mental health problems to report difficulties without fear of discrimination or reprisal.
- Give no-judgemental and proactive support to individual staff that experience mental health problems.
- Deal sympathetically with staff suffering from mental health problems due to circumstances outside their workplace, and who consequently find it difficult to do their jobs properly.

8. Policy actions for employees experiencing mental health difficulties.

- Ensure individuals suffering from mental health problems are treated fairly and consistently and are not made to feel guilty about their problems.
- Encourage staff to consult, the HR manager, their own GP, or further mental health services (If necessary)
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- Treat all matters relating to the individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis with consent from the individual concerned.
- Not to make assumptions about any person with a mental health problem but treat everyone as an individual.
- To recognise that workplace stress is a health and safety issues and acknowledge the importance of helping an employee identify and reduce workplace stressors.
- Provide opportunities for confidential counselling for staff affected by stress caused by either work or external factors through the appointed Employers Assistance Provider.
- Make reasonable adjustments for those returning to work after being sick due to mental ill-health.

9. Implementation of systems

Management of systems

- Working hours and patterns
- Accidents at work
- Staff complaints
- Staff sickness levels
- Staff turnover
- An employee surveys.
- Early retirement through ill health
- Exit interview.

10. Scope

- This policy applies to all employees of LC Construction, including contractors, suppliers, and casual/ freelance staff.

11. Responsibility

All employees are encouraged to:

- Understand this policy and seek clarification from management when required.
- Consider this policy while completing work- related duties and at any time while representing LC Construction
- Support fellow workers in their awareness of this policy.
- Support and contribute to LC Construction Aim of providing a mentally healthy and supportive environment for all workers.
- Take reasonable care of their own mental health and well-being, including physical health.
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace
- Raise issues of concerns and seek help from their line manager, human resources, the company health first aiders, or contact the company Employers Assistance provider for counselling.

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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
- Manage the implementation and review of this policy.

12. Communications

LC Construction 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 organisations
- Employees are informed when a particular activity aligns with the policy
- Employees are empowered to actively contribute and provide feedback to this policy
- Employees are notified of all changes to this policy.

13. Monitoring and review

LC Construction will review this policy twelve months after implementation and annually thereafter.

Effectiveness of this policy will be assessed through.

- Feedback from workers, the health and well-being committee (if applicable), and management.
- Review of the policy by management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

14. Emergency support Contacts

- **Samaritans 116 123**
- **Construction Industry Helpline 0345 605 1956**
- **NHS 111**

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Signed:

Date: 28th August 2026

