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# Mental Health and Wellbeing Policy

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## 1. Introduction

**1.1** GRAHAM Facilities Management is committed to safeguarding the health and welfare of its staff. We recognise that we have a duty of care to protect the mental health and wellbeing of our staff whilst they are at work. We are also committed to tackling disability discrimination, including discrimination relating to people who experience mental health problems. Beyond our legal obligations, we wish to promote good mental health and wellbeing by providing healthy working environments that will develop and nurture staff.

**1.2** Mental health problems such as stress, depression or anxiety account for a significant proportion of sickness absence across workplaces and this has major resource implications for an organisation in terms of cost and lost productivity. Promoting positive mental health and wellbeing in the workplace is essential to maximise the potential of the organisation as it can improve physical health, social inclusion and productivity. Maintaining maximum mental health in its workforce is therefore a priority for the organisation.

## 2. Scope

**2.1** This policy applies to all employees working on GRAHAM Facilities Management sites and offices.

## 3. Roles and Responsibilities

**3.1** Supporting activities that enable good mental health and wellbeing in the workplace is the responsibility of all employees. Senior managers in particular are expected to show leadership in supporting this policy guidance.

**3.2** GRAHAM Facilities Management will look to all of our line managers to manage their staff in a manner which is not detrimental to mental health and which, at its best, can positively promote mental health and wellbeing.

**3.3** All staff have a responsibility to uphold the policy rules of GRAHAM Facilities Management and should adhere to good practice guidance.

## 4. Terminology and Definitions

**4.1** The terms **mental health**, **mental health problems** and **mental wellbeing** are the terms used by the HSE, and this policy guidance has edited and referenced their definitions:

- **Mental Health** is used as an umbrella term to refer to both the concepts of mental health problems and mental wellbeing.
- **Mental Health Problems** refers to symptoms that meet the criteria for 'clinical' problems: diagnosis of mental illness, or symptoms which interfere with emotional, cognitive or social function. Examples include common mental health problems such as depression and anxiety, and, severe and enduring mental health problems such as schizophrenia. Mental health problems combined with, or related to, other forms of disability are also covered by this policy.
- **Mental Wellbeing** includes aspects of subjective wellbeing (positive / negative feelings and life satisfaction), and psychological wellbeing (such as mastery and a sense of control, having a purpose in life, a sense of belonging and positive relationships with others).

## 5. Aims

**5.1** GRAHAM Facilities Management will support our employees by encouraging safe and healthy workplace settings, promoting good mental health and wellbeing at work, and applying non-discriminatory practice.

**5.2** This policy guidance aims to ensure that all employees, irrespective of their position and level are:

- Provided with a basic understanding of mental health and wellbeing issues
- Protected from harm to their mental health whilst at work
- Supported if they experience mental health problems
- Protected from discrimination regardless of their mental health status
- Provided with opportunities to participate in mental health promotion activities

**5.3** We will achieve our aims by:

- Informing new employees of our policy at onboarding.
- Promoting a culture based on trust, confidentiality, support and mutual respect, which will allow employees with mental health problems to be able to report difficulties without fear of discrimination or reprisal.
- Developing our managers and senior staff to be able to identify and deal positively with mental health and wellbeing issues, and to show leadership for this policy.
- In conjunction with the Wellbeing Manager, training Mental Health First Aiders throughout all areas of the business to be a first point of contact for anyone in need of support with any mental wellbeing concerns and provide an awareness of what help is available.
- Monitoring data related to Mental Health including that related to protected characteristics. This may promote specific campaigns.

## 6. Objectives

**6.1** We will assess and control, where possible, workplace factors that may have a negative effect on an employee's mental health.

**6.2** We will support employees to raise any issues in the workplace that may be impacting on their mental health. We will provide confidential assistance to employees who experience mental health problems through our occupational health service and by signposting to an employee assistance programme. This support can be accessed through both self-referral and management referral routes.

**6.3** We will continue to publicise our commitment to de-stigmatise mental health issues in the workplace and thereby to create an open and non-discriminatory environment.

**6.4** We will seek to remove any barriers to employment in GRAHAM Facilities Management for people who have, or have had, mental health problems.

**6.5** We will provide regular information for all employees on mental health and wellbeing, and opportunities to participate in health promoting activities.

## 7. Legal Requirements

**7.1** To underpin this policy we recognise the European Convention for the Protection of Human Rights and Fundamental Freedoms (1950)

**7.2** GRAHAM Facilities Management will ensure compliance with the Employment Equality Acts 1998–2015, which provides protection for employees against unlawful discrimination in relation to mental health problems.

## **8. Policy Communication**

**8.1** The terms of this policy will be communicated via the intranet/HR Zone, and through the induction process.

## **9. Monitoring and Review**

**9.1** The application of this Policy will be monitored by the Human Resources Manager.

**9.2** The operation of this Policy will be regularly reviewed by the Health and Wellbeing team and Directors to ensure its continued effective operation.

## **10. Further Guidance and Support**

**10.1** Information to support the application of this policy is available on the HR Zone on the Intranet.

**10.2** For further help / support / advice contact:

- BUPA Health Minds Employee Assistance Programme
- The Human Resources Team
- Dignity and Wellbeing Champions
- Mental Health First Aiders
- Well-zone intranet resource
- Wellbeing Manager & Advisor