

Moreton Hayward Limited

Health and Wellbeing Policy

Purpose

The purpose of this policy is for Moreton Hayward 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 believe that the mental health and wellbeing of our staff is key to organisational success and sustainability.

Goals

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment, in line with our current Bullying and Harassment Policy).
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.

Responsibility

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
- ensure that all staff are aware that we are here to help and that we consider their health and wellbeing to be extremely important
- communicate! Have a 'door always open' ethos.

All employees have a responsibility to:

- take reasonable care of their own mental health and wellbeing
- take reasonable care that their actions do not affect the health and safety of other people in the workplace

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 the Practice
- support fellow workers in their awareness of this policy
- support and contribute to our aim of providing a mentally healthy and supportive environment for all workers
- communicate! Ask for help if you need it.

The Practice will ensure that:

- all employees receive a copy of this policy during the induction process and following our annual policies review
- this policy is easily accessible by all members of the organisation
- 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

We will monitor the effectiveness and review the implementation of this policy regularly, considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible.

If you have any queries relating to this policy, or feel you could contribute to its effectiveness, please feel free to discuss with Marie Moreton or your Line Manager.

Director in ChargeMatthew Moreton

Practice ManagerMarie Moreton

Date: January 2020