

# QBD.30 Mental Health and Wellbeing Policy

## 1. Purpose

This policy aims to promote and support the mental health and wellbeing of all employees within our organization. It ensures compliance with relevant UK laws, including the Health and Safety at Work Act 1974, the Equality Act 2010, and the Mental Health Bill 2025.

## 2. Scope

This policy applies to all employees, including full-time, part-time, temporary, and contract staff.

## 3. Commitment to Mental Health and Wellbeing

Our organization is committed to:

- Creating a supportive and open environment where mental health is discussed without stigma.
- Providing resources and support for employees experiencing mental health issues.
- Ensuring that mental health and wellbeing are integral parts of our health and safety management system.

## 4. Legal Framework

We comply with the following legislation:

- Health and Safety at Work Act 1974; Ensuring the health, safety, and welfare of employees.
- Equality Act 2010; Preventing discrimination based on mental health conditions.
- Mental Health Bill 2025; Providing enhanced rights and support for individuals with mental health issues

## 5. Roles and Responsibilities

**Management:** Responsible for implementing this policy, providing training, and ensuring a supportive work environment.

**Employees:** Encouraged to take care of their own mental health, seek support when needed, and support colleagues.

## 6. Support and Resources

We provide the following support and resources:

- **IPSA Membership & App** – confidential counselling and support.
- **Protect Card Membership** - additional wellbeing support and benefits.
- **Wellbeing Initiatives** – Regular one to one meetings and activities focused on mental health and wellbeing.

## 7. Reasonable Adjustments

We make reasonable adjustments to support employees with mental health conditions, including:

- Flexible working arrangements
- Adjustments to workload and responsibilities
- Provision of additional support and resources

## 8. Training and Awareness

We provide regular training for all employees on:

- Recognizing signs of mental health issues
- Supporting colleagues with mental health conditions
- Understanding the importance of wellbeing

## 9. Confidentiality

All discussions and records related to mental health issues are treated with the utmost confidentiality, in line with UK GDPR and data protection laws.

## 10. Monitoring and Review

This policy is reviewed annually to ensure it remains effective and compliant. Feedback from employees is encouraged.

Signed:



Siobhan Hamill

Position: Managing Director

Date: 10-03-2026