

## Introduction

Red7Marine holds the importance of good mental health and wellbeing in high regard. Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems, and support them once they are at work.

Important aspects of mental health and wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems. The Managing Director has appointed the Head of QHSE and Business Improvement as the person responsible for ensuring that the Company have a number of Mental Health First Aiders sufficient enough to support the workforce as and when required, and direct them towards professional care if necessary.

### Policy Statement:

Red7Marine is committed to the protection and promotion of the mental health and wellbeing of all staff. Red7Marine shall continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes as low as reasonable practicable, procedures and behaviours that may cause psychological harm or illness to its employees.

We shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.

### Policy Aim:

To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

### Scope:

- This policy will comply with Health and Safety legislation and best practice guidelines.
- This policy will be developed in accordance with existing organisational policies and procedures.
- This policy will be owned at all levels of the company, developed and implemented across all departments, evaluated and reviewed as appropriate.

### Policy Objectives

- Reduce discrimination and stigma by increasing awareness and understanding
- Complete an employee survey to identify mental health needs
- Give employees information on and increase their awareness of mental wellbeing.
- Include information about the mental health policy in the staff induction programme.
- Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.
- Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.
- Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.
- Promote and support opportunities to enhance professional development, identified through the appraisal.
- Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

## To provide support for employees experiencing mental health difficulties.

- Ensure individuals suffering from mental health problems are treated fairly and consistently.
- Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work.
- Ensure employees are aware of the support that can be offered through occupational health department, Employee Assistance Programme (Mental Health First Aiders) or alternatively their own GP, or a counsellor.
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.
- Ensure all line managers have information and training about managing mental health in the workplace.

A handwritten signature in black ink, appearing to read "Kristen Branford".

Kristen Branford  
Managing Director

Date: 20221208

(to be reviewed within 12 months of date signed)