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**Introduction**

Habbibi recognise that poor mental wellbeing and stress can affect anyone. This policy is in place to outline what the organisation will do to support and promote the mental wellbeing of all employees.

All employers have a legal duty under Section 2 (1) of the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of their employees. Under the Management of Health & Safety at Work Regulations 1999 every employer is also required to make suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst at work; this include both psychological and physical risks to health. We will therefore take the necessary steps to assess the risk of work-related stress and put measures in place to reduce the risk as far as is reasonably practicable.

Therefore, this policy applies to all temporary workers, full and part-time employees, workers, agency workers and contractors.

The implementation of this policy will be supported by other policies, such as the Absence Management Policy and Procedure, and Bullying and Harassment Policy

This policy does not form part of any employee's contract of employment and we may amend it at any time.

**Definitions**

For the purposes of this policy and associated guidance documents, the following definitions have effect:

*Mental Wellbeing* is a positive term that includes life satisfaction and psychological wellbeing e.g., a sense of control, having a purpose in life, a sense of belonging and positive relationships with others.

*Mental Illness or Mental Health problems* is a term that refers to symptoms that meet a clinical diagnosis of mental illness or symptoms at a sub-clinical threshold which interfere with emotional, cognitive, or social function. Examples include common mental health problems such as depression, anxiety or severe and enduring mental health problems such as schizophrenia.

*Stress* is defined by the Health and Safety Executive (HSE) as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

*Work related stress* is the adverse reaction some people may have to perceived excessive pressures or other types of demand placed on them at work (HSE). Stress can contribute to a state of poor mental wellbeing and sustained over a period of time, can lead to mental or physical illness. It should be recognised that stress can be work related or can arise from a person’s personal life or a combination of the two.

*Mental health disability* is a mental impairment which has substantial, adverse and long-term effects on a person’s ability to carry out normal day-to-day activities. Someone with a mental disability would fall into the scope of the organisation’s Equality and Diversity Policy.

**Our commitments**

As an employer Habbibi aim to create and promote a workplace environment that supports and promotes the mental wellbeing of all employees. We acknowledge that certain working conditions and practices can negatively affect employees’ mental wellbeing, including aspects of work organisation and management, and environmental and social conditions that have the potential for psychological as well as physical harm.

We also recognise that stress can be work related, can arise from a person’s private life or a combination of the two. Whatever the case, the impact of stress on the individual will still potentially impact on the workplace.

We make a commitment to take all reasonably practicable steps to provide a work environment which is not detrimental to an employee’s mental wellbeing. This will be achieved by:

* Supporting employees to acquire the skills and competencies necessary to carry out their work;
* Supporting managers to develop skills and behaviours to create a work environment which is conducive to good mental health;
* In collaboration with employees, carry out a suitable and sufficient stress risk assessment to identify and understand the factors which impact on employees’ mental health;
* Where possible, introducing innovative preventative and protective measures to reduce identified workplace stressors;
* Monitoring and reviewing the organisation’s performance to ensure the effectiveness of control measures and that high standards are maintained or improved where necessary;
* Allocating sufficient resources to implement appropriate controls identified through a risk assessment;

We will raise awareness and develop the skills of line managers to recognise, support and manage employees suffering from poor mental health or work-related stress. This includes the provision of training in mental health awareness for managers where needed;

We will support employees with a mental health disability by making reasonable adjustments where possible.

**Confidentiality**

 Habbibi’s aim is to deal with mental wellbeing matters sensitively and with due respect for the privacy of any individuals involved. All employees must treat as confidential any information communicated to them in connection with a mental wellbeing matter.

However, there are occasions when information provided by an employee suffering from a mental health problem may have to be put to third parties. These include as a result of reported bullying or misconduct or where disciplinary proceedings are undertaken. It may also be necessary for managers to gain advice and support from HR department. Furthermore, in exceptional circumstances, it may be necessary to involve others where it is clear that a person’s state of mental health may be a danger to the safety of themselves or others.

**Responsibilities**

Managers

Habbibi expect our managers to:

* conduct and implement recommendations of risks assessments within their site or team.
* ensure good communication between management and staff, particularly where there are organisational and procedural changes.
* ensure staff are fully trained to discharge their duties.
* monitor workloads to ensure that people are not overloaded.
* monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
* support individuals who have been off sick with stress and advise them on a planned return to work.
* attend training as requested in good management practice and health and safety.
* ensure that bullying and harassment is not tolerated within their site and teams.
* be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g., bereavement or separation.
* refer to the HR department and or Safety and Compliance Manager as required.

HR Department

Habbibi’s HR department will:

* give guidance to managers on the Stress and Metal Health Policy.
* train and support managers in implementing stress risk assessments.
* help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
* advise managers and individuals on training requirements.
* provide continuing support to managers and individuals in a changing environment and encourage referral to external occupational health advisors where appropriate.

Employees

Habbibi’s employees should:

* raise issues of concern with their line manager, General Manager or the Safety and Compliance Manager.
* accept opportunities for counselling when recommended.

Safety representatives

Habbibi’s safety representatives:

* must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
* must be able to consult with members on the issue of stress including conducting any workplace surveys.
* must be meaningfully involved in the risk assessment process.
* should be allowed access to collective and anonymous data from HR.
* should be provided with paid time away from normal duties to attend any Trade Union training relating to workplace stress.
* should conduct joint inspections of the workplace at least every 3 months to ensure that environmental stressors are properly controlled.

**Senior Management team**

Habbibi’s senior management team:

* will perform a pivotal role in ensuring that this policy is implemented.
* will oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.