



MENTAL HEALTH AND WELLBEING POLICY

Purpose

The purpose of this policy is for Quattro Plant Ltd to establish, promote and support the mental health and general wellbeing of all staff through workplace initiatives and by encouraging staff to take responsibility for their own mental health and general wellbeing.

As a business we believe that the mental health and wellbeing of our staff is key to their social wellbeing, physical health and our organisational success.

Objectives

- To build and maintain a working environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- To raise employee awareness of mental health and wellbeing issues
- To reduce stigma around depression and anxiety in the workplace.
- To develop initiatives and encourage participation of our employees and managers to support mental health and wellbeing in the workplace.
- To continue to provide training and guidance to our current and future mental health first aiders.

Scope

This policy applies to all staff regardless of the method of engagement.

Responsibility

All staff are encouraged to:

- understand this policy and seek clarification from local management if required.
- consider this policy while carrying out their duties and during interactions with colleagues and customers.
- support work colleagues in their awareness of this policy.
- report any concerns confidentially to a nominated mental health first aider or the Human Resources team.
- support and contribute to achieving Quattro Plant Ltd.'s aim of providing a healthy and supportive environment for all staff.

All employees have a responsibility to:

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

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 objectives
- manage the implementation and review of this policy and workplace initiatives organised to achieve our objectives
- attend and positively contribute to all training organised in the promotion of mental health awareness.

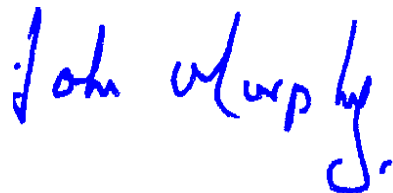
Communication

Quattro Plant Ltd will ensure:

- all employees receive a copy of this policy during the induction process
- this policy is readily available via the company documented management system and notice boards

Monitoring and review

Quattro Plant Ltd will review this policy annually from the date of implementation. Effectiveness of the policy will be assessed through feedback from staff and managers.

A handwritten signature in blue ink that reads "John Murphy".

**John Murphy,
Managing Director**

Reviewed by: Melanie Webb
Date: 2nd June 2021
Date of Next Review: 2nd June 2022