



## **Mental Health Policy**

V1.0 November 2025

The World Health Organisation states that 'there is no health without mental health' and that good organisations implement mental health policies in order to benefit the health of employees and ensure productivity and success.

One in four individuals will experience some sort of mental health issue at some stage of their adult lives and this is very normal. Mental health is affected by a variety of factors and, although work is rarely the sole reason for someone experiencing mental health difficulties, it is important that work does not compound the problem. We are, therefore, keen to support any employees who may be having problems with their mental health.

It is an unfortunate fact that mental health difficulties such as depression, anxiety and stress are common. Anxiety disorders (e.g., phobias) and personality disorders (e.g., bipolar disorder or obsessive/compulsive disorders), as well as substance misuse, are some other examples of mental health problems. All of these can result from a myriad of personal experiences or from specific 'triggers' (such as a life event) and they affect how an individual is able to cope with day-to-day life and what it throws at them. Some stress is good for individuals and, indeed some people thrive on it. Mental health problems, however, can significantly reduce an individual's ability to deal with stress positively.

Mental health problems can affect people in a variety of ways and can also have physical symptoms such as tiredness, loss of appetite etc. They can, also, affect the way that individuals interact with colleagues or perform at work. Mental health problems can, therefore, impact considerably on productivity, cost and absenteeism in the workplace. Indeed, 'presenteeism', whereby an individual continues to come to work despite them experiencing problems, can have an equally considerable impact on colleagues and the workplace.

ELCAP wish to create a comfortable environment in the workplace where employees feel able to disclose mental health problems without fear of alienation or unfair treatment. In return, we ask employees to be as open and honest as possible with their line Managers about any problems they may be experiencing. Employees need to feel confident that if they do disclose any such problems, they will be treated appropriately and consistently.

Mental health is a health and safety issue. It is relevant to everyone and everyone can contribute to mental wellbeing in the workplace.

### **Senior Management**

Have a responsibility to:

- Ensure all Managers, Operational Leads, and other senior staff within the Company are sufficiently aware of the support mechanisms and referral routes available to manage any mental health issues their employees may be experiencing and are trained in the procedures to follow in order to implement this policy.

## **Operational Leads and Line Managers**

Have a responsibility to:

- Monitor the workplace, identify hazards and risks and takes steps to eliminate or reduce these as far as is reasonably practicable.
- Ensure good, regular communication between themselves and their team members.
- Assist and support any employees who are known to have mental health problems or who may be experiencing stress outside of the workplace e.g. a bereavement or relationship breakdown.
- Monitor workloads to ensure that people aren't overloaded.
- Ensure that employees are given the appropriate training to carry out their role.
- Monitor working hours of their employees.
- Ensure that confidentiality is protected at all times and that disclosure of a employee's situation will be strictly on a 'need to know' basis and with the full knowledge and consent of the employee concerned.
- Investigate where any part of the employee's role may be contributing to or exacerbating their mental health problems and remedy these, where possible.

## **Employees**

Have a responsibility to:

- Raise issues of concern and seek help from their line Manager.
- Accept opportunities for employees support or counselling when recommended by their line Manager and / or occupational health.

## **Mental Health First Aid**

ELCAP aims to train managers in Mental Health First Aid to ensure staff have a trained point of contact if you are experiencing a mental health issue or emotional distress. Mental Health First Aiders are trained to spot the signs and symptoms of mental health issues. They can provide early intervention for someone who may be developing a mental health issue and offer initial support and guidance.

## **What to do if you may be experiencing any mental health problems**

Firstly, talk to your line Manager. If you feel that you are not able to talk to your line manager, then talk to a Mental Health First Aider, another Manager or HR instead. It is important that your line manager knows about any problems you are experiencing in order that they can do their best to help. They will look at any reasonable adjustments that may need to be made in order for you to continue to carry out your duties.

Your line Manager will may consider it appropriate to refer you to occupational health for an assessment of whether you are fit to be at work.

If you (or occupational health) consider that you need to be absent from work, the normal absence procedures due to sickness (contained within this Handbook) will apply.

Whilst you are absent, your line manager will maintain appropriate contact with you in order to keep in touch and understand where they may need to make adjustments within the organisation, for example, re-allocating your duties. Provisions like a phased return to work may also be discussed at such a meeting if you feel you are ready to return.

If your GP signs you off sick for 'stress' or similar (i.e. after the first 7 days of sickness) we will require a fit note/medical certificate from your GP. This is the normal procedure for any illness.

On your return to work, as with any illness, your line manager will complete a return to work interview with you to discuss any reasonable adjustments that may need to be made e.g. a phased return to work, an alteration to your duties (if they are considered to be compounding the problem).

Once you return to work, you and your line manager will agree a timescale for regular 1:1s, in order to best support you in the workplace.

## **Recruitment**

The Company is an Equal Opportunities employer and, in line with the Equality Act 2010 will not discriminate against any applicant who discloses previous or current mental health problems.