

MENTAL HEALTH POLICY

POLICY BRIEF & PURPOSE

This Mental Health Policy outlines our provisions to prevent and address mental health issues among the Company's employees.

Mental health is just as important as physical health. Mental illness may be detrimental to a person as it impacts happiness, productivity and collaboration. Mental health issues may affect companies in the form of:

- Turnover absenteeism.
- Poor employee performance.
- Employee substance abuse.
- Work-related accidents.
- Workplace violence or harassment.

With this policy, the Company aims to support its employees and create a healthy and happy workplace. The Company wants everyone to feel appreciated and be treated fairly.

SCOPE

This policy applies to all employees. HR is primarily responsible for communicating this policy and overseeing its implementation.

This policy starts by seeking input from all stakeholders. We will consult employees, senior management and mental health professionals to develop and revise our policy.

POLICY ELEMENTS

WHAT ARE MENTAL HEALTH ISSUES?

Mental health issues in the workplace are any conditions that affect an employees' state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues.

Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g. increased blood pressure, lethargy, changes in eating habits).

FACTORS THAT CAUSE MENTAL HEALTH ISSUES

Employees may experience mental health issues for various reasons that an employer cannot control (e.g. hereditary, family conflicts, general health), but there are also work-related reasons for mental health problems, including:

- Job insecurity.
- Excessive pressure.

- Work-life imbalance.
- Lack of appreciation.
- Hostile workplace conditions.
- Unsatisfactory job or workload.
- Unpleasant relationships with colleagues or managers.

To every extent possible, the Company's leaders aim to recognise and address cases of workplace pressures that contribute to mental health issues.

COMPANY ACTIONS

The Company aims to:

- Treat mental illness seriously.
- Identify issues proactively and resolve them.
- Support employees who face mental health problems.

INTERNAL POLICIES

As a way to prevent employee distress, the Company has set up policies for:

- Absence management.
- Anti-bullying.
- Equal opportunities.

This list is not exhaustive. These policies aim to preserve a harmonious workplace where employees can enjoy their work and balance their jobs with their personal lives. All managers and HR must ensure the Company adheres to these policies.

PROFESSIONAL SERVICES

The Company engages the services of an occupational health provider who visits the Company once per week. Employees can be referred to this service by human resources.

MENTAL HEALTH AWARENESS

The Company wants to raise mental health awareness and combat the stigmas associated with them. To do this, the Company:

- Informs through works committee, health and safety committee and trade union meetings.
- Has on site safety reps who can inform management or the union of any concerns raised.
- Sends out information as necessary through Human Resources.

JOB-RELATED ISSUES

The Company encourages open communication between employees and managers. If employees have a work-related problem, they should speak openly to their managers. Managers are in turn to listen to their employees and should search for a mutually satisfying solution together.

MANAGERS' RESPONSIBILITIES

Managers should talk to their employees with advice from human resources and, as necessary, utilise the services of the occupational health provider if they have concerns.

OPEN COMMUNICATION & SUPPORT

HR is responsible for providing information about mental health in the workplace.

COMPLIANCE WITH THE LAW

In-line with current legislation the Company will look to support its employees with mental health illnesses and consider any reasonable adjustments in-line with HR policies wherever possible and practicable.

EVALUATING OUTCOMES

This policy's provisions are not restrictive. The Company will test its elements to find out what works and what doesn't. HR should continuously research mental health topics and evaluate the results of this policy with manager's help.

To develop, revise and establish this policy, the Company needs everyone's help; we can all work to define mental health issues, their causes and seek or offer help when needed. The Company encourages employees to share their ideas and concerns.

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