



## OVERTON ELECTRICAL SERVICES LTD

UNIT 7  
KESTRAL ROAD  
MANSFIELD  
NOTTINGHAMSHIRE  
NG18 5FT

**MENTAL HEALTH & WELLBEING POLICY**



## Overton Electrical Services Ltd

### *About this Policy*

#### **Purpose**

The purpose of this policy is for Overton Electrical Services Ltd, to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing. Overton Electrical Services Ltd believes that the mental health and wellbeing of our staff is key to the organisation success and sustainability of the company.

#### **Goals**

##### *Overton Electrical Services Ltd:-*

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment.)
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate employees active participation in a range of initiatives that support mental health and wellbeing.

#### **Scope**

- This policy applies to all employees of Overton Electrical Services Ltd, including sub-contractors.

#### **Responsibility**

##### *All employees are encouraged to:-*

- Understand this policy and seek clarification from management where required.
- Consider this policy while completing work-related duties and at any time while representing Overton Electrical Services Ltd.
- Support fellow workers in the awareness of this policy
- Support and contribute to Overton Electrical Services Ltd.'s aim of providing a mentally health and supportive environment for all workers.

*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 goals
- Manage the implementation and review of this policy,

### **Communication**

*Overton Electrical Services Ltd will ensure that:-*

- All employees receive a copy of this policy during the induction process
- This policy is easily accessible by all members of the organisation.
- Employees are informed when a particular activity aligns with this policy.
- Employees are empowered to actively contribute and provide feedback to this policy
- Employees are notified of all changes to this policy.

### **Monitoring & review**

Overton Electrical Services Ltd will review this policy six months, after implementation and annually thereafter.

**Effectiveness of this policy will be assessed through:-**

- Feedback from workers, HR, and management,
- Review of the policy by management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.



Manager

Title                      Director

Signatures              *M. [Signature]*

Date                        01/05/2025