

Mental Health and Wellbeing Policy

Section Twenty Two

Ramco believes that the mental health and wellbeing of our staff is key to company success and sustainability. To recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. As an employer, we aim to create and promote a culture where employees are able to talk openly about their job and mental health problems and to report difficulties without fear of discrimination or reprisal. Ramco has a trained Mental Health First Aider on site, Operations Manager, Adrian Foreman.

This policy describes how Ramco promote and maintain the Mental Health and Wellbeing of all staff through workplace practices. We believe that the Mental Health and Wellbeing of our staff is key to organisational success and sustainability. Our objectives are:

- To build and maintain a workplace environment and culture that supports Mental Health, overall 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
- Provide the necessary training and resources to deliver the above
- Develop a programme of initiatives from our at risk areas, identified in our business
- To provide support for those affected from issues relating to deterioration in their wellbeing

Managers have a responsibility to ensure that all who are working for/on behalf of Ramco are made aware of this policy and actively support and contribute to the management and implementation of it. They shall also provide an 'open door and confidential policy' regarding matters raised between workers and the management team, if necessary, referring workers to professional assistance. The management team shall actively support and contribute to the implementation of this policy, including its goals. A review will be undertaken annually and assessed through feedback from staff members and management. The review will determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

Employee's responsibilities are to support fellow workers in their awareness of this policy and support our aim of providing a mentally healthy and supportive environment for all staff. You should take reasonable care of your own Mental Health and Wellbeing, including your physical health. Any issues should be shared with your line manager where it may affect your Wellbeing or ability to undertake duties.

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Requests for access to an individual's health records by any third party must be in writing and be accompanied by the individual's written consent to access these records. Where a request is made by the Health and Safety Executive to provide access to an individual's health record, that request must be in writing and the information will be restricted to that given by the relevant regulations and/or accompanying approved code of practice. Maintenance and retention of Mental Health records will be held securely and confidentially by the H&S officer.

Ramco 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 and included in the company safety management systems
- 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
- All visiting Health and Safety Advisors and key managers are trained in Mental Health Awareness and aware of this policy