



Mental Health and Wellbeing Policy

Introduction

This policy applies equally across all Supreme Group businesses (hereafter, “the Company”).

The Company recognises that mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of our employees is important for individuals’ physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work. The purpose of this policy is to provide direction and guidance to employees and line managers on the management of mental health and wellbeing concerns.

Definitions

- Mental Health is defined as a state of wellbeing in which an individual can cope with the normal stresses of life and can work productively. However, when a person is suffering from mental ill health their emotional wellbeing has been affected.
- Stress is defined as “the adverse reaction people have to excessive pressure or other types of demand placed on them”.
- Health is defined by the World Health Organisation (WHO) as “...a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity”.
- Wellbeing: “...a state of being with others, where human needs are met, where one can act meaningfully to pursue one’s goals, and where one enjoys a satisfactory quality of life” (Economic and Social Research Council)

Policy Statement

The Company is committed to the protection and promotion of the mental health and wellbeing of its employees and those who may be affected by its operations. We shall continuously strive to improve the mental health environment and culture of the Company by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to our employees. The Company shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the Company by establishing and maintaining processes that enhance mental health and wellbeing.

Policy Aim

To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

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Scope

This policy will comply with Health and Safety legislation and best practice guidelines.

The relevant legislation includes (but may not necessarily be limited to):

- The Health and Safety at Work Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Equality Act 2010;

This policy will be developed in accordance with existing organisational policies and procedures and will be owned at all levels of the Company, developed and implemented across all departments, evaluated and reviewed as appropriate.

Objectives

To tackle workplace factors that may negatively affect mental wellbeing, and to develop management skills to promote mental wellbeing and manage mental health problems effectively.

To develop a culture based on trust, support and mutual respect within the workplace.

As a responsible employer the Company aims to create and promote a workplace environment that supports and promotes the mental wellbeing of all employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, and environmental and social conditions that have the potential for psychological as well as physical harm.

Policy actions

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying, harassment and racism);
- 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 employee's active participation in a range of initiatives that support mental health and wellbeing;
- Give employees information on and increase their awareness of mental wellbeing;
- Include information about the mental health and wellbeing policy in the employee induction programme;
- Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate;
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job;

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- Establish effective two-way communication to ensure staff involvement, particularly during periods of organisational change;
- Ensure employees have a clearly defined role within the organisation and a sense of control over the way their work is organised;
- Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required;
- Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks;
- Promote and support opportunities to enhance professional development, identified through the appraisal;
- Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

To provide support for employees experiencing mental health difficulties.

Policy actions

- Ensure individuals suffering from mental health problems are treated fairly and consistently and not made to feel guilty about their problems;
- Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work;
- offering assistance, advice and support to people who experience a mental health problem while in employment;
- Ensure employees are aware of the support that can be offered through occupational health provision or alternatively their own GP, or a counsellor;
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors;
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share only on a 'need to know' basis and only with consent from the individual concerned.

To recognise and understand that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Policy actions

- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- Consult with employee representatives (where appropriate) on all proposed action relating to the prevention of workplace stress;

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- Provide training in good management practices, including those related to health and safety and stress management;
- Signpost individuals to confidential counselling and adequate resources;

Monitoring and Review

Employees participating in any of the mental wellbeing activities will be asked for feedback.

The HR Department (or an individual as appropriate) will be responsible for reviewing the mental wellbeing policy and for monitoring how effectively the policy meets its aims and objectives

This policy will be reviewed at least annually or sooner in the event of legislative or regulatory changes. All amendments will be communicated throughout the Company.

Signed By: ***Muhammad Khan***

CEO of SUPREME FACILITIES LTD

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