

# Mental Health Policy



As Managing Director, I shall be fully resolute on the provision of safe systems and places of work for all our operational and support activities with the focus of maintaining all stakeholder wellbeing and improving our working environments.

We recognise that mental ill health in the workplace has an impact on overall health and safety and acknowledge the importance of identifying and reducing workplace stressors. With this regard, XANDER RECRUITMENT GROUP LIMITED have developed this policy that provides our approach to the management of work related mental health conditions and common mental health conditions which may not have been directly caused by work, but could be exacerbated by working conditions and therefore, having an impact on the safe place of work and potentially making a worker unsafe. It covers mental ill health, whether or not, it is classified as a disability.

We encourage a supportive team culture where colleagues assist each other to ease peaks in work load. The nature of our work demands regular communication between managers and staff and plenty of opportunities for staff to share problems and seek additional support if needed. The company discourages staff from working excessive working hours and has implemented procedures to ensure compliance with the Working Time Regulations. Staff are encouraged to take breaks, as appropriate, drink plenty of water and exercise regularly. We offer support through managers and as the company develops, we will obtain the guidance from professional counsellors, where individuals experience excessively stressful situations or stress related ill health.

We intend that all staff will be properly resourced and trained to undertake their role. Our competency selection processes assist us in matching individuals to the demands of each job function. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, we identify and manage training and development needs. We believe in offering development opportunities to staff where possible.

A mental health condition is considered a disability if it has a long-term effect on normal day-to-day activity. A long-term effect is considered to be one which lasts, or is likely to last, 12 months. Where a long-term mental health condition could affect an employee's health, safety, or welfare – suitable and sufficient adjustments will be made to their role where reasonably practicable. In all cases, employees are encouraged to discuss their concerns with the Senior Management Team at all times.

We ensure that the needs of disabled staff are covered by our risk assessments and if necessary, undertake an individual risk assessment for the work of the employee, considering their abilities and disabilities. Harassment and discrimination are not tolerated, and the company has HR policies in place in respect of these issues together with a grievance policy.

All sensitive personal data will be treated in accordance with data protection, medical confidentiality legislation and the General Data Protection Regulations.

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Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED

*Alex Stockley*

Date: March 2024