

## Mental Health

It is the policy of Pinfold Promotions Ltd to provide initial and ongoing support and help for employees who are / may be suffering with mental health problems.

For the purpose of this policy, a mental health problem refers to mental health conditions that have been diagnosed by a medical professional, such as depression or PTSD, and signs of stress and anxiety.

The purpose of this policy is to assist with creating an open and honest workplace where managers and employees can discuss mental health problems, and ensure the necessary support is known and offered to employees when needed.

Pinfold Promotions understands the protection of employees with a disability have against discrimination under the Equality Act 2010, including the obligation for us to introduce reasonable adjustments for disabled employees.

Unless it is related to the specific requirements of the job, Pinfold Promotions will not ask applicants at any stage of the recruitment process for information regarding any previous health issues, in order to ensure potential employees are not discriminated against because of their mental health history.

In many cases, obvious indications that an employee is suffering from a mental health problem may not be present, however, early signs can include behavioural, mood or temperament changes.

Wherever a line manager perceives mental health to be a potential problem for a member of staff, commonly during or as a follow up to a period of sickness, we will talk to the member of staff to discuss what additional support can be offered.

Any support required by the employee is likely to be known by the employee themselves. Pinfold Promotions actively encourages employees to be open and honest about their mental health and to inform a manager of any issues at an early opportunity to allow these to be addressed.

Where a manager identifies a mental health issue, they should work alongside the employee to create a personal wellness action plan that provides for proactive management of their mental health. This would include actions to support the employee's mental health.

We are legally obliged to make reasonable adjustments to an employee's role or workplace if they have a disability that places them at a disadvantage when performing their role. Examples of adjustments for mental health include adjusting hours of work or reallocating duties. Once the adjustments have been agreed they will be reviewed on an ongoing basis.

This policy is reviewed and updated annually - November 2023

Where an employee is absent by reason of their mental health concerns, a manager will communicate with the employee on a regular basis during their absence. Pinfold Promotions sickness absence policy will apply to the employee's absence as normal, subject to any reasonable adjustments in place for the employee.

Upon the employee's return from absence, a return to work plan will be discussed and agreed between a manager and the employee to ensure necessary steps can be taken to support the employee to remain at work.

Information concerning an employee's mental health is classed as a special category of personal data. This information will only be disclosed to others in line with Pinfold Promotions policies on data protection.

*Kerry Adcock*

This policy is reviewed and updated annually - November 2023