LOST ART

HISTORIC LANDSCAPE FURNISHING

Mental Health and Wellbeing Policy

CONTROLLED DOCUMENT	
Issue Status:	*Issued*
Issue Date:	*01.04.25*
Issued By:	*Spectra Safety*
Approved By:	*Phillip Hollingworth*
Document No:	*003*
Issued to: (Person/Site):	*Damian Liptrot*

MENTAL HEALTH & WELLBEING POLICY STATEMENT

The purpose of this policy is for Lost Art Limited 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.

Lost Art Limited believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

Aims of Policy

- 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 employee's active participation in a range of initiatives that support mental health and wellbeing.

Responsibilities

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 the company.
- Support fellow workers in their awareness of this policy.
- Support and contribute to the companies aim of providing a mentally healthy 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 employees 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.

We will ensure that this policy is communicated and available to all relevant stakeholders as appropriate.

This policy shall be reviewed for effectiveness and suitability at least annually as part of the management review process.

Our Commitments

Here at Lost Art Limited we want to support our colleagues' wellbeing, and this includes their mental health. We know that for some of us, talking about our mental health can be uncomfortable. But with research suggesting that 1 in 4 of us will experience a mental health issue every year and that 17% of us are living with a serious mental health concern – it's time we started talking more about how we're feeling.

Just like physical health, we all have mental health. Sometimes we might experience mental health concerns that last a few weeks or months, or we might have more serious issues that are longer term. Our mental health may change over time, just like our physical health does. The purposes of this Policy is to encourage you to talk about your mental health, to let you know what we can do to support you, and to give you information of where you can go for further help

We're committed to taking all reasonable steps to make sure that we:

- listen to you if you tell us about your mental health concerns
- keep information about your mental health confidential
- support you if you're experiencing mental health issues, making reasonable adjustments where needed
- treating you with respect, not making judgements or assumptions about you because you've told us about a mental health issue
- help all our colleagues to be more aware about mental health
- treat any issues of bullying and harassment in relation to mental health issues seriously

Telling us

If you're living with a mental health issue, we know it can be a difficult step to tell people about it. But we encourage you to talk to your manager, so they can give you the support you need. You can mention it in your next one-to-one or ask to meet with them just to talk about this. Whatever works for you.

Your manager won't judge you. They'll listen to you and talk to you about what they can do to help. You might feel it's enough for them just to be aware of what you're experiencing. Or they might need to make changes to your work or work environment to help – there's more information about reasonable adjustments in the section below. You can discuss and agree what will happen next.

They may encourage you to go to your GP for support if you haven't already. They might also ask you if you're happy to be referred to occupational health. This is so we can get more information about how your mental health issue is likely to affect you at work, and what adjustments we can make to help.

If you tell your manager about your mental health concerns, they'll keep this confidential and won't share this information unless you say it's okay – except if we've got serious concerns for your safety or that of others.

Making reasonable adjustments

There might be reasonable adjustments we can make at work to help you with your mental health issue. These could be permanent changes, or just temporary ones to help while you need it.

The reasonable adjustments we can make will depend on your circumstances, but the types of changes that might help could be.

- having meetings with your manager more often
- agreeing that we'll tell you information face to face, so you can talk through how you feel about it – or that we'll send information to you in an email first, so you've got time to think through how you want to talk about it. Whatever helps in your situation
- changing some of your duties
- providing a light box, or somewhere to work with more natural light – which could help if you have Seasonal Affective Disorder (SAD)
- changing your start and finish times, or when you take your breaks. This might help you avoid situations you know are going to be stressful for you
- agreeing for you to work somewhere else at times if you need to

If you think you might need a change to your working pattern to help you cope with your mental health issue, talk to your manager about this. Just so it's clear we'll deal with this as a possible reasonable adjustment, so you don't need to make an application under the flexible working process.

Wellbeing Action Plan

Wellbeing Action Plans can be used to help you identify what keeps you well at work, what causes you to become unwell and the support you'd like to receive to boost your wellbeing or to support you through a recovery. Wellbeing Action Plans are a great way of helping everyone manage their mental health - whether you've got a mental health issue or not.

By creating a Wellbeing Action Plan, you can plan what works and doesn't work for you in managing your wellbeing, what support you might need from your manager and what you can do to support your own mental health. If you do then experience a mental health concern, you've both got an idea of what might help. You can either do this on your own and then share it with your manager or discuss it with them to put it together. Either way, once you've shared this with your manager, they'll keep it confidential and won't share it with anyone else.

It's good to meet with your manager regularly to discuss your Wellbeing Action Plan and how you feel things are going. You can use your usual one-to-one, or just ask them if you want a catch-up.

Thrive at Work

The business has set out a framework of actions – called 'Core Standards'

- Produce, implement and communicate a mental health at work plan that promotes good mental health of all employees and outlines the support available for those who may need it

- Develop mental health awareness among employees by making information, tools and support accessible
- Encourage open conversations about mental health and the support available when employees are struggling, during the recruitment process and at regular intervals throughout employment, offer appropriate workplace adjustments to employees who require them
- Provide employees with good working conditions and ensure they have a healthy work life balance and opportunities for development
- Promote effective people management to ensure all employees have a regular conversation about their health and well-being with their line manager, supervisor or organisational leader and train and support line managers and supervisors in effective management practices
- Routinely monitor employee mental health and wellbeing by understanding available data, talking to employees, and understanding risk factors

The core standards have been designed to help the business improve the mental health of the workplace and enable individuals with mental health conditions to thrive.

By taking action on work-related stress, either through using the HSE Management Standards or an equivalent approach, Spectra will meet parts of the core standards framework, as they will:

- Form part of a mental health at work plan
- Promote communications and open conversations, by raising awareness and reducing stigma
- Provide a mechanism for monitoring actions and outcomes

Preventing Fatigue

Mental exhaustion can happen to anyone, and it can't always be avoided, however, taking a few pre-emptive steps can help lower your chances of experiencing ongoing mental fatigue.

- Take regular time off. Taking a short break, or even a single mental health day, can help you head off mental exhaustion when you start to feel depleted.
- Make time for self -care. Building time into your weekly (or daily, if possible) routine for rest, exercise, and enjoyable activities can help you feel more prepared to handle the tougher challenges life throws your way.
- Rest when you're sick. Whether you're dealing with mental or physical symptoms, allow yourself time to rest and regain your strength. Trying to power through without any downtime will generally only leave you feeling worse.
- Know when to say no. Taking on more responsibilities when you're already overwhelmed can offer a nonstop route to mental exhaustion.

If you need further support

If you feel that you are experiencing a mental health problem, we encourage you to talk to your GP about it as soon as you can, so you can start accessing support.

Other sources of support

MIND www.mind.org.uk 0300 123 3393

Remploy www.remploy.co.uk/mentalhealth 0300 456 8114

Samaritans https://www.samaritans.org/ Call 116 123 - it's free

Mental Health Matters https://www.mhm.org.uk/ 0191 5163500

Relate https://www.relate.org.uk/ 0300 330 5793

No Panic https://nopanic.org.uk/ 0300 772 9844

Mental Health UK https://mentalhealth-uk.org/ 020 7840 3008

Alcoholics Anonymous https://www.alcoholics-anonymous.org.uk/ 0800 9177 650

Gamblers Anonymous https://www.gamblersanonymous.org.uk/ 0330 094 0322

Signed: Position:

Date: