

COMPLETE CIVILS & SURFACING LTD

MENTAL HEALTH AND WELLBEING POLICY STATEMENT OF COMPLETE CIVILS & SURFACING LIMITED

About this policy

Purpose

The purpose of this policy is for Complete Civils & Surfacing 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.

Complete Civils & Surfacing Limited believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

Goals

Complete Civils & Surfacing Limited

- 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.

Scope

- This policy applies to all employees of Complete Civils & Surfacing Limited, including contractors and casual staff.

Responsibility

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 whilst representing Complete Civils & Surfacing Limited.
- Support and contribute to Complete Civils & Surfacing Limited aim of providing a mentally healthy and supportive environment for all workers.

All employees have a 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.

Communication

Complete Civils & Surfacing Limited will ensure that:

- All employees are made aware of this policy during the induction process.
- This policy is easily accessible by all members of the organisation.
- 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 any changes to this policy.

Monitoring and Review

Complete Civils & Surfacing Limited will report on, review, and revise this policy annually and as often as may be appropriate.

Effectiveness of this policy will be assessed through:

- Feedback from workers, and the Health and Wellbeing Mental Health First Aiders and Management.

Review of the policy by management to determine if the objectives have been met and to identify barriers and enablers to ongoing policy implementation.

We shall bring this policy to the attention of our employees, supply chain partners and relevant interested parties; and review it on an annual basis.

Shane Ince



Managing Director

For and behalf of Complete Civils & Surfacing Limited

June 2024

Date of next review: June 2025