

Purpose:

The purpose of this policy is for Spliceteq South Communications Ltd (hereinafter in the document referred to as the Company) 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. The Company believes that the mental health and wellbeing of our Staff is key to organisational success and sustainability.

Goals:

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- To increase Staff knowledge and awareness of mental health and wellbeing issues and behaviors.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate Staff active participation in a range of initiatives that support mental health and wellbeing.

Scope:

This Policy applies to all Employees of the Company, including Contractors and Casual Staff.

Responsibility:

All Employees are encouraged to:

- Understand this Policy and seek clarification from their Line Manager 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 Staff.
- All Staff 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 Staff 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.

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Communication:

The Company will ensure that:

- All Staff receive a copy of this Policy during the induction process
- This Policy is easily accessible by all members of the organisation
- Staff are informed when a particular activity aligns with this Policy
- Staff are empowered to actively contribute and provide feedback to this Policy
- Staff are notified of all changes to this Policy.
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Monitoring and review:

The Company will review this Policy twelve month after implementation and annually thereafter.

Effectiveness of the Policy will be assessed through:

- Feedback from Staff, the Health and Wellbeing Committee (if applicable)
- Review of the Policy by Management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing Policy implementation.

Paul Parkinson

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CEO

21/06/2024

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