

# **Mental Health and Wellbeing Policy**

## **1. Policy Statement**

Ironcraft Fabrications is committed to protecting and promoting the mental health and wellbeing of all employees. We recognise that good mental health is essential to maintaining a safe, productive, and supportive workplace, particularly within a demanding fabrication and manufacturing environment.

We aim to create a culture where mental health is openly discussed, stigma is reduced, and employees feel supported to seek help when needed.

## **2. Scope**

This policy applies to all employees of Ironcraft Fabrications, including full-time, part-time, temporary staff, apprentices, contractors, and management.

## **3. Objectives**

The objectives of this policy are to:

- Promote positive mental health and wellbeing at work
- Prevent work-related stress where reasonably practicable
- Provide support to employees experiencing mental health difficulties
- Encourage open communication about mental health
- Ensure managers are equipped to support employee wellbeing

## **4. Responsibilities**

### **4.1 Employer Responsibilities**

Ironcraft Fabrications will:

- Provide a safe and healthy working environment
- Identify and reduce workplace stressors where possible
- Promote a healthy work-life balance
- Ensure fair treatment and equal opportunities for all employees
- Provide access to appropriate support and resources

- Review this policy regularly

## **4.2 Management Responsibilities**

Managers and supervisors are responsible for:

- Promoting a supportive and respectful working environment
- Being aware of the signs and symptoms of stress and mental ill health
- Having open and confidential conversations with employees where concerns arise
- Making reasonable adjustments where appropriate
- Managing workloads, working hours, and job demands fairly
- Referring employees to appropriate support services

## **4.3 Employee Responsibilities**

Employees are encouraged to:

- Take reasonable care of their own mental health and wellbeing
- Speak to a manager or HR if they are experiencing stress or mental health concerns
- Support colleagues and treat others with dignity and respect
- Make use of support services offered

# **5. Workplace Stress**

Ironcraft Fabrications recognises that workplace stress can arise from factors such as:

- Heavy workloads or tight deadlines
- Long or irregular working hours
- Physical demands of fabrication and site work
- Lack of role clarity or support
- Workplace conflict

We are committed to identifying and managing these risks through regular communication, risk assessments, and employee feedback.

# **6. Support and Assistance**

Support available to employees may include:

- Open-door approach with managers and supervisors

- Temporary adjustments to duties or working hours where feasible
- Time off for medical appointments in line with company procedures
- Signposting to external support services (e.g. GP, counselling services, mental health charities)

All discussions regarding mental health will be treated confidentially and sensitively.

## 7. Reasonable Adjustments

Where an employee is experiencing mental health difficulties, Ironcraft Fabrications will consider reasonable adjustments, which may include:

- Flexible working arrangements
- Adjusted workloads or responsibilities
- Additional supervision or support
- Temporary or permanent role modifications

Adjustments will be considered on an individual basis and reviewed regularly.

## 8. Absence and Return to Work

Employees experiencing mental health issues are encouraged to follow the company sickness absence procedure. We will support employees during periods of absence and implement a structured and supportive return-to-work process, which may include phased returns where appropriate.

## 9. Bullying, Harassment, and Discrimination

Ironcraft Fabrications has zero tolerance for bullying, harassment, or discrimination related to mental health or any other protected characteristic. Any concerns should be reported in line with the company's grievance or disciplinary procedures.

## 10. Training and Awareness

Where possible, Ironcraft Fabrications will:

- Raise awareness of mental health and wellbeing
- Provide guidance or training for managers on mental health support
- Encourage positive conversations around wellbeing

## 11. Confidentiality

All information related to an employee's mental health will be handled sensitively and in line with data protection legislation. Information will only be shared where necessary and with the employee's knowledge, unless there is a serious risk of harm.

## **12. Policy Review**

This policy will be reviewed annually or sooner if required due to changes in legislation, workplace practices, or organisational needs.

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**Approved by:** Neil Kemp

**Date:** 14/01/2026

**Next Review Date:** 14/01/2027