



Mental Health and Wellbeing Policy

1 Purpose

The purpose of this policy is to create a supportive work environment that promotes mental health and wellbeing for all employees at REDDAN CONTRACTORS LIMITED. We recognize the importance of mental health and are committed to fostering a culture where everyone feels valued, respected, and supported.

2 Scope

This policy applies to all employees, including part-time and full-time staff, contractors, and freelancers working with REDDAN CONTRACTORS LIMITED. It covers all aspects of mental health and wellbeing, including prevention, awareness, and support.

3 Objectives

- To promote a positive work environment that supports mental health
- To reduce stigma associated with mental health issues
- To provide resources and support to employees experiencing mental health challenges
- To encourage open communication about mental health within the company

4 Commitment

REDDAN GROUP PLC is committed to:

- Promoting Awareness: Providing information and resources to help employees understand mental health issues.
- Supportive Environment: Creating a workplace where employees feel safe to discuss mental health without fear of stigma or discrimination.
- Access to Support: Ensuring that employees have access to mental health support services, including external resources where necessary.
- Work-Life Balance: Encouraging a healthy work-life balance through flexible working arrangements and manageable workloads.

5 Roles and Responsibilities

Management: Responsible for leading by example, promoting mental health initiatives, and being available to discuss mental health concerns. Managers should foster an open environment and be proactive in supporting employees' mental wellbeing.



Employees: Encouraged to take care of their mental health, seek support when needed, and be supportive of colleagues. Employees should feel free to discuss any concerns with management.

Human Resources/Designated Officer: Responsible for providing support to employees, offering resources, and ensuring confidentiality in all matters related to mental health.

6 Support Services

REDDAN GROUP PLC offers the following mental health support:

- **Open Door Policy:** Employees can speak confidentially with their manager or a designated officer about any mental health concerns.
- **Flexible Work Arrangements:** Options such as adjusted working hours, remote working, or time off to help manage stress and maintain work-life balance.
- **External Resources:** Information on local mental health services, hotlines, and counselling services will be made available to all employees.

7 Training and Awareness

Basic Training: Management will receive basic training on how to recognize signs of mental health issues and how to support employees.

Mental Health Resource: Regular updates and resources will be shared with employees to raise awareness and reduce stigma.

8 Workplace Adjustments

REDDAN GROUP PLC will make reasonable adjustments to support employees with mental health conditions. This may include flexible scheduling, changes to work duties, or adjustments to the physical workspace.

9 Confidentiality

Any discussions regarding an employee's mental health will be kept confidential. Information will only be shared with others with the employee's consent, and only when necessary to provide support.

10 Monitoring and Review

This policy will be reviewed annually, or as needed, to ensure it remains effective and relevant. Feedback from employees will be considered in making any updates.



11 Non-Discrimination

REDDAN GROUP PLC is committed to maintaining a workplace free from discrimination. No employee will be treated unfairly or differently due to a mental health condition.

12 Crisis Support

In the event of a mental health crisis, REDDAN GROUP PLC will provide immediate support, including allowing time off and helping the employee access professional mental health services.

This policy reflects REDDAN CONTRACTORS LIMITED's commitment to the mental health and wellbeing of all employees. By fostering a supportive and understanding work environment, we aim to ensure that everyone can perform their best while maintaining good mental health.