

HEALTHY COMPANY



Discovery

Corporate and
Employee Benefits

HEALTHY COMPANY

MENTAL HEALTH AND WELLBEING POLICY



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01 | INTRODUCTION

According to the World Health Organization (WHO): Mental health is a state of mental well-being that enables people to cope with the stresses of life, realize their abilities, learn well and work well, and contribute to their community. It is an integral component of health and well-being that underpins our individual and collective abilities to make decisions, build relationships and shape the world we live in. Mental health is a basic human right and it is crucial to personal, community and socio-economic development. Mental health is more than the absence of mental health conditions.

- Promoting and protecting the mental wellbeing of employees is important for each employee's overall wellbeing, be it physical or social, and contributes to productivity at work. Mental wellbeing in the workplace is relevant to all levels of employees and everyone should contribute to the creation of an environment that promotes mental wellbeing at work.
- Important aspects of mental wellbeing include mental wellbeing promotion and awareness, addressing mental health related stigma, management skills to identify and deal with issues around mental health effectively, providing a supportive work environment, offering assistance, advice and support to anyone experiencing a mental health challenge or returning to work after a period of absence due to mental health conditions.

1.1 | PURPOSE

is committed to achieving a healthy workforce by placing value on both physical and mental health. We also recognise that mental health conditions can be triggered by excessive levels of work-related stress and it is our duty to take adequate measures to preserve the mental health and well-being of our employees whilst at work. The purpose of this policy is to provide a clear view of commitment in protecting, supporting, and promoting the mental health and wellbeing of all employees through workplace practices that create an environment and culture that promotes and supports mental health and wellbeing, and that prevents discrimination.

is committed to promoting positive mental health and wellbeing and believes that the mental health and wellbeing of our employees is key to organisational success and sustainability.

The policy will aim to:

- 1.1.1 not tolerate any discrimination -related to mental health conditions, which includes barriers to employment and/or advancement of employment at
- 1.1.2 increase employee knowledge and awareness of mental health and wellbeing matters and behaviour.
- 1.1.3 provide training and toolkits for all leaders on their role on how to recognise, manage and minimise mental health challenges in the workplace as well as direct employees to the appropriate resources and support.

- 1.1.4 ensure that all leaders, regardless of level, take proactive steps to ensure that the overall working environment is safe and conducive to mental wellbeing.
- 1.1.5 creating a safe environment that encourages employees to talk openly about mental health and reduce stigma around depression, anxiety and suicide.
- 1.1.6 support staff with a mental health condition regardless of cause.
- 1.1.7 actively identify, assess and minimise risks related to mental health and wellbeing.
- 1.1.8 promote positive mental health and wellbeing by preventing so far as is reasonably practicable, those circumstances and/or environments detrimental to mental health.
- 1.1.9 facilitate and encourage employees' access and active participation in a range of initiatives that support mental health and wellbeing.
- 1.1.10 ensure individuals suffering from mental health conditions are treated fairly and consistently.
- 1.1.11 manage return to work for those who have experienced mental health challenges and in cases of long-term sickness absence, put in place, where possible, - the recommended accommodations, which may include a graded return to work.
- 1.1.12 encourage employees to make use of the support that can be offered through the Employee Wellbeing Team, Employee Assistance Programme (if applicable) or their own healthcare professional (e.g. GP, psychologist, psychiatrist or other registered mental health practitioner).
- 1.1.13 treat all matters relating to individual employees and their mental health challenges in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

1.2 | SCOPE AND APPLICATION

- 1.2.1 This policy is applicable to
 - a | All employees across the company, at all levels irrespective of seniority i.e., all managers, supervisory level employees and other employees:
 - b | Job applicants, interns and employees employed on learnerships.

02 | POLICY PRINCIPLES

- 2.1 | All mental ill health cases will be dealt with in accordance with associated policies noted and described in the employee handbook.
- 2.2 | All mental ill health cases will be treated with the utmost confidentiality and related documentation will be subject to the provisions of the Data Protection Act.
- 2.3 | _____ will not discriminate or unfairly disadvantage any employee who admits to suffering from work related stress and/or a mental health condition.

03 | RESPONSIBILITIES

- 3.1 | _____ IS RESPONSIBLE FOR ENSURING THAT:
 - 3.1.1 undue work-related pressures, which are likely to lead to ill health, are reduced as far as practically possible in the work environment.
 - 3.1.2 the _____ culture promotes a positive and accepting attitude towards mental health and wellbeing.
 - 3.1.3 suitable training and support is provided to all leaders regardless of level, to equip them to effectively lead mental wellbeing in their teams.
 - 3.1.4 adequate information and interventions are provided to employees on prevention and coping mechanisms on general health improving activities within the workplace.
 - 3.1.5 advice, awareness information and campaigns, and how to access support is readily available to all employees.
 - 3.1.6 leaders are equipped and are knowledgeable in their duty of care for employees and how to gain the necessary support for their employees.
- 3.2 | _____ LEADERS ARE RESPONSIBLE FOR:
 - 3.2.1 building and encouraging a workplace culture where mental wellbeing and physical wellbeing is regarded as equally important.
 - 3.2.2 ensuring their employees are fully trained and equipped to do their daily job and understand their role.
 - 3.2.3 considering the implications and effective communication of any changes to working practices, ways of working, work location, new policies or procedures, and the need for appropriate support and training.
 - 3.2.4 recognising, acknowledgement of and resolving work-related issues at individual and team level, where applicable.

- 3.2.5 effective and timeous consultation with HR and the Employee Wellbeing Team to maximise the support offered to employees who have mental health related challenges.
- 3.2.6 managing absence in accordance with the associated employee policies and recognising where excessive sick leave may need to be highlighted to the Employee Relations and Employees Wellbeing teams.
- 3.2.7 ensuring their employees are managing the demands of their daily job by monitoring workloads and hours worked.
- 3.2.8 attending required mental wellbeing training events and promoting training activities creating awareness around mental wellbeing.
- 3.2.9 ensuring that discrimination, bullying and harassment of any employee with a mental health condition is not tolerated within their teams or Business Unit.
- 3.2.10 ensuring that employees returning to work after a period of absence due to mental health challenges are treated in a sensitive and sympathetic manner, and given the recommended accommodations and support, where possible.
- 3.2.11 ensuring that employees are taking sufficient leave to recharge as per the Leave Policies

- 3.3 | _____ EMPLOYEES ARE RESPONSIBLE FOR:
 - 3.3.1 ensuring they understand and use _____ employee assistance program effectively.
 - 3.3.2 being open and honest with their line leadership and/or HR teams on any mental health related issues or conditions.
 - 3.3.3 responsible reporting of any work-related issues that may pose a mental wellbeing risk to themselves or others to their leaders or HR teams.
 - 3.3.4 supporting their colleagues if they are experiencing mental health challenges and encouraging them to talk to their leaders and/or HR teams.
 - 3.3.5 not discriminating, bullying or prejudice against any colleagues who are experiencing a mental health condition or challenge.
 - 3.3.6 seeking care from a healthcare professional (e.g. GP, psychologist, psychiatrist, or other registered mental health practitioner) or other appropriate support services if they have mental health related matters.

- 3.3.7 ensuring that they are compliant with the treatment regimen recommended by their treating practitioner, to assist in managing their mental health related matters.
- 3.3.8 ensuring that they attend the necessary training courses and making use of the tools available to all employees to gain the appropriate knowledge on mental wellbeing.
- 3.3.9 taking proactive steps to safeguard their own mental wellbeing and where they are unsure to reach out to the relevant support services to all employees to assist and guide them.

3.4 |

HUMAN RESOURCES ARE RESPONSIBLE FOR:

- 3.4.1 ensuring that all employees are aware of the support services available to them, i.e., employee assistance programs.
- 3.4.2 ensuring that all areas within their business are adhering to the Mental Wellbeing policy and to take the necessary corrective action where there are deviations.
- 3.4.3 ensuring all employees, disclosing a mental wellbeing challenge or a mental health condition, are treated with respect and kindness free from discrimination, bullying and prejudice.
- 3.4.4 ensuring that the required levels of confidentiality are maintained where employees have disclosed a mental wellbeing challenge or mental health condition.
- 3.4.5 working with leaders in their business in recognising, acknowledging, and resolving work-related issues, that may be affecting employee's mental wellbeing, at individual and team level where applicable.
- 3.4.6 offering advice and support for managers in dealing with instances of mental health challenges at work.
- 3.4.7 liaising with and supporting leaders in return-to-work arrangements following a period of absence.
- 3.4.8 guiding leaders to ensure they can affectively lead mental wellbeing within their teams.

3.5 | THE EMPLOYEE WELLBEING TEAM ARE RESPONSIBLE FOR:

- 3.5.1 providing input / guidance / steer to employees, business, HR and IR when health related matters affecting an employee's work (interpret clinical reports and recommendations).
- 3.5.2 assisting business to facilitate advice and support when employees return to work after extended sick leave and when reasonable accommodations are required.
- 3.5.3 assisting employees navigate the healthcare benefits provided by their respective medical schemes.
- 3.5.4 assisting employees navigate the group risk benefits provided by the respective providers
- 3.5.5 assisting employees who want to disclose a disability and support business in determining reasonable accommodation.

04 | COMMUNICATION AND REVIEW

will ensure that:

- the Mental Wellbeing Policy is signed-off and accepted by the relevant parties.
- the Mental Wellbeing Policy will be socialised throughout the business including relevant EXCO's.
- this policy is easily accessible to all employees, regardless of level and will form part of the employee handbook.
- employees are notified of the existence of this policy.
- employees are empowered to actively contribute and provide feedback to this policy.
- the policy is reviewed regularly, and employees are notified of any changes to this policy.