



Mental Health Policy

This Mental Health Policy applies to all Employees of the business.

The objective of the policy is to promote a supportive and inclusive work environment that fosters mental health and wellbeing.

The requirement is for all staff to comply with Mental Health Policy.

Procedures (not required)

Purpose

The purpose of this policy is to promote a supportive and inclusive work environment at Sydney Drafting Concepts and Designs that fosters the mental health and wellbeing of all employees. This policy outlines the company's commitment to raising awareness, reducing stigma, and providing resources and support for employees experiencing mental health challenges. It also guides the actions and responsibilities of employees, supervisors, and management in creating and maintaining a mentally healthy workplace.

Objective

The objectives of this policy are as follows:

- To raise awareness about mental health and well-being, and to promote understanding and acceptance of mental health challenges among employees.
- To create a supportive work environment that encourages open communication about mental health and reduces the stigma associated with mental health challenges.
- To provide employees with access to resources, support services, and training to help them manage their mental health and well-being effectively.
- To ensure that employees experiencing mental health challenges receive appropriate support, accommodations, and understanding from their supervisors and colleagues.
- To promote a culture of early intervention, prevention, and proactive management of mental health issues in the workplace.
- To comply with relevant legislation, regulations, and best practices relating to mental health in the workplace, including the *Fair Work Act 2009*, the *Disability Discrimination Act 1992*, and the *Work Health and Safety Act 2011*.

Policy Requirements

In order to achieve the objectives outlined above, the following requirements must be met:

- **Mental Health Awareness and Training:** Sydney Drafting Concepts and Designs will provide regular mental health awareness sessions and training programs for all employees, including supervisors and managers, to enhance understanding of mental health challenges and to promote the development of coping strategies and resilience.
- **Support Services:** Sydney Drafting Concepts and Designs will provide access to a range of support services, such as Employee Assistance Programs (EAP), counselling services, and peer support networks, to assist employees in managing their mental health and wellbeing.
- **Reasonable Adjustments:** Supervisors and managers must be prepared to make reasonable adjustments to an

employee's work environment, tasks, or schedule to accommodate their mental health needs, in accordance with applicable laws and regulations.

- **Confidentiality:**

All discussions and information relating to an employee's mental health must be treated with the utmost respect and confidentiality, in accordance with privacy laws and regulations. Employees should feel safe and comfortable discussing their mental health concerns without fear of negative consequences.

- **Open**

Sydney Drafting Concepts and Designs encourages open communication about mental health and well-being among employees, supervisors, and managers. This includes creating a culture that is free from discrimination and stigma and promoting understanding and empathy for those experiencing mental health challenges.

- **Communication:**

- **Monitoring**

- **and**

- **Evaluation:**

Sydney Drafting Concepts and Designs will regularly monitor and evaluate the effectiveness of the Mental Health Policy, using employee feedback, engagement surveys, and other relevant data to identify areas for improvement and to ensure that the policy remains aligned with best practices and legislative requirements.

The Director is responsible for communicating the Mental Health Policy to all persons working for or on behalf of the organisation and making it available to interested parties.