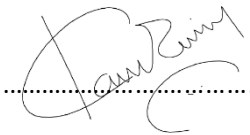


Taskeen Health Initiative

Employee Mental Health and Wellbeing Policy

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Approved by:
COO/CEO



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PURPOSE

The purpose of this policy is for Taskeen to establish, promote, enable 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. It also aims to create a supporting workplace environment, which is informed, fair, accepting and considerate.

About this policy

Mental health issues and stress can be precursors to many diseases and disabilities in our society. Therefore, safeguarding the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing in the workplace is a collective objective with shared necessity and relevance.

Understanding and addressing workplace mental wellbeing can develop positive workplace environment and reduce work-related risk factors for mental ill health. It can also help promote fair employment practices by ensuring support for prospective applicants having experienced mental health problems, and support them once they are on board.

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Taskeen believes that the mental health and wellbeing of our staff is indispensable for organisational success and sustainability.

1. Goals

Taskeen aims:

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

2. Scope

- 2.1. This policy applies to all employees of **Taskeen**, including contractors, casual staff and volunteers.

3. Policy Objectives

The policy aims to develop an informed and supportive culture, address factors that may negatively affect or exacerbate mental wellbeing, and to develop work and self-management skills.

4. Policy actions:

- 4.1. Reduce discrimination and stigma by increasing awareness, understanding and acceptance for mental health.
- 4.2. Give employees information on and increase their awareness of mental wellbeing through information sessions or any other appropriate strategy.
- 4.3. Mainstream mental health awareness as part of organizational policies and include information about the mental health policy in the staff induction programme.
- 4.4. Provide opportunities for employees to maintain work-life balance and look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.

- 4.5. Humanize professional setting by providing systems that encourage predictable and flexible working hours and work practices with reasonable and manageable workloads where appropriate.
- 4.6. Provide staff members with clearly defined job descriptions, roles and responsibilities and ensure provision of good management support, appropriate training, and adequate resources to perform their job with a sense of control over their work management and delivery.
- 4.7. Manage employee conflicts effectively and ensure the workplace is free from bullying, harassment, discrimination, and racism.
- 4.8. Establish effective communication between the management and employees to ensure staff involvement and engagement with the management when needed.
- 4.9. Provide an enabling physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation, and adequate facilities for rest breaks.
- 4.10. Create, promote, and support opportunities to enhance professional development, identified through the appraisal.
- 4.11. Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress, and change management.
- 4.12. Facilitate channels of professional mental health services to those employees requiring support.

5. Responsibility

5.1. All employees are encouraged to:

- 5.1.1. Read and understand this policy and seek clarification from management where required.
- 5.1.2. Refer to the policy while undertaking work-related duties and at any time while representing **Taskeen**.
- 5.1.3. Support fellow workers in their awareness of this policy.
- 5.1.4. Support, appreciate, acknowledge, and contribute to **Taskeen's** aim of providing a mentally healthy and supportive environment for all workers.

5.2. All employees have a responsibility to:

- 5.2.1. Take reasonable care of their own mental health and wellbeing, including physical health.
- 5.2.2. Take reasonable care that their actions do not affect the mental health and wellbeing of other people in the workplace.

5.3. Managers have a responsibility to:

- 5.3.1. Ensure that all workers are made aware of this policy.
- 5.3.2. Actively support and contribute to the implementation of this policy, including its goals.
- 5.3.3. Manage the implementation and review of this policy.
- 5.3.4. Provide support for employees experiencing mental health difficulties to:
 - 5.3.4.1. Ensure no discrimination against individuals/employees suffering from mental health problems.
 - 5.3.4.2. Manage return to work for employees who have experienced mental health problems to avoid work overload upon resumption. In cases of prolonged absence due to long-term sickness, the management may provide a phased return to work arrangement where deemed appropriate.
 - 5.3.4.3. Facilitate provision of counselling and/or other appropriate services to employees as a proactive approach to psychological wellbeing.

- 5.3.4.4. Ensure employees are aware of and can avail the internal organizational health support system when needed.
- 5.3.4.5. Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job or continuation with the same job is not possible for the employee due to identified risks or other factors.
- 5.3.4.6. Treat all matters relating to individual employees and their mental health problems with strict confidentiality and share on a 'need to know' basis only with consent from the individual concerned.
- 5.3.5. To promote fair hiring policies to avoid any possible discrimination against people having experienced mental health problems.
- 5.3.6. Employ positive attitude towards job applicants with mental health issues. This could include using positive language in documents and other organizational literature to assure safe space for people with mental health issues.
- 5.3.7. Ensure that all staff involved in the recruitment and selection processes understand, acknowledge, and accept mental health issues and possess appropriate interview skills.
- 5.3.8. Ensure all line managers have the essential information and training about identifying and managing mental health in the workplace.

6. Communication

Taskeen will ensure that:

- 6.1. Employees receive a copy of this policy during the induction process. It will be part of their induction pack and employee handbook.
- 6.2. The policy is easily accessible by all members of the organisation.
- 6.3. Employees are regularly informed about any policy changes or updates or when any activity aligns with this policy.
- 6.4. Employees are empowered to actively contribute and provide feedback to this policy.

7. Monitoring and Review

Taskeen will review this policy annually to improve and ensure its consistent implementation. To materialize this, the following will be undertaken:

- 7.1. The human resource department or the designated individual/health advocate/committee will seek regular feedback from the management and employees.
- 7.2. The designated individual/committee will also seek regular feedback from employees participating in any of the mental wellbeing activities to review the policy against its set objectives.
- 7.3. The human resource department or any other designated individual/committee shall undertake annual 'health at work audit' to review the mental wellbeing activities in place.
- 7.4. The policy evaluation reports will be circulated to management and be available on request through the human resource department or the designated health advocate.
- 7.5. Human Resource department or the designated responsible person will proactively identify and remove barriers to policy implementation.