



SECURITY | CLEANING | RECRUITMENT | TRAINING

KINGDOM

Service with **Care**

**GROUP MENTAL HEALTH
POLICY**



MENTAL HEALTH POLICY

Version: 06-01-2025

Policy Owner: Engagement Centre

Introduction

At Kingdom, our colleagues are our greatest asset.

We understand the vital role that healthy and engaged colleagues play in our success and recognise that mental health is a key factor in their overall wellbeing.

Just as with physical health, we know that colleagues may experience periods of poor mental health. At Kingdom, we are committed to supporting our colleagues through these challenges.

For the purpose of this policy, 'mental health problems' include diagnosed mental health conditions and signs of stress or anxiety.

Legal Obligations

As a responsible employer, Kingdom complies with health and safety legislation to maintain a safe and supportive workplace. We actively take steps to reduce risks to mental health and wellbeing.

We also recognise our responsibilities under the **Equality Act 2010**, ensuring reasonable adjustments are made to support colleagues with disabilities.

Our Commitments

Colleague Centre Responsibilities: Our Colleague Centre and line managers are here to listen and provide support. Where needed, colleagues will be invited to private, regular meetings to openly discuss their mental health in a safe, non-judgmental environment.

We don't make assumptions about how mental health challenges affect our colleagues. Instead, we approach these conversations with the same care and understanding as we would with physical health concerns.

Line Managers: Line managers play a vital role in fostering a supportive environment where colleagues feel empowered to discuss their mental health.

Colleague Responsibilities: We encourage our colleagues to be open about their mental health and to raise concerns early, enabling us to provide the necessary support. It is equally important for all colleagues to show understanding and respect for those experiencing mental health challenges. Any form of harassment or bullying linked to a colleague's mental health is strictly unacceptable and will be addressed under our disciplinary policy.

Wellbeing in Practice

Personal Action Plans: If a mental health issue is identified, the colleague and their manager will collaborate to develop a personal action plan tailored to their needs. This plan will include proactive steps, agreed upon by both parties, and reviewed regularly to ensure effectiveness.



Workplace Adjustments: We are committed to making reasonable adjustments to ensure mental health challenges do not create barriers to contribution and success. These adjustments will be monitored and refined as necessary.

Occupational Health Support: With consent, we may refer colleagues to an external occupational health expert to better understand how we can provide tailored support.

Absence and Return to Work: For colleagues taking time off due to mental health concerns, regular, agreed-upon communication will be maintained. Upon their return, a supportive plan will be put in place to ensure a smooth transition back to work.

Confidentiality

Mental health information is treated as sensitive data and will be handled in line with data protection legislation. Details will only be shared when necessary and with the colleague's consent.

Training for Managers

To provide meaningful support, managers and relevant colleagues will receive training on recognising and responding to signs of poor mental health, offering appropriate support, and addressing work-related concerns where applicable.

Support Resources

Through our **Colleague CARE App**, additional wellbeing resources are always available. If you have any concerns or need support, we encourage you to explore these resources or speak to your line manager.