

Mental Health First Aid Policy

Introduction

Thomas Johnstone Ltd (TJL) is committed to creating a positive and healthy working environment for our employees. A healthy and well-motivated workforce not only has a positive impact on individuals but on the organisation by improving efficiency and productivity. A healthy working environment and workforce can improve things such as: reducing levels of and duration of absence, improving levels of work satisfaction and employee morale, and improving staff retention and employee turnover.

What is Mental Health First Aid?

First Aid is the first and immediate assistance provided to an individual suffering with illness or injury up to the point that professional medical treatment is available to them. As with physical first aid, our Mental Health First Aiders aim to provide a first point of contact for support in the event an employee is experiencing mental health issues or emotional distress in the workplace. The implementation of Mental Health First Aiders by TJL seeks to reduce the stigma surrounding discussing mental health by encouraging employees to access help and support at an early stage to help prevent mental health issues becoming more serious.

What is the Role of Mental Health First Aiders in the Workplace?

Selected employees are trained as Mental Health First Aiders to provide a first point of contact to any employee experiencing mental health issues and/or emotional distress. The support can come in the form of telephone conversations or a 1:1 meeting. Mental Health First Aiders have the ability to provide crisis support and signpost employees to professional services. It should be noted that Mental Health First Aiders are not qualified to diagnose individuals, and this is a voluntary position in addition to their day-to-day job role.

How to Access a Mental Health First Aider

Contact the HR department who will, confidentially, point you in the direction of our Mental Health First Aiders who will be able to provide support.

Thomas Johnstone is committed to:

- Adopt and foster a positive mental health and wellbeing culture throughout the organisation, with zero tolerance of negative association and discrimination in relation to an individual's mental health. Mental Health and Safety is as important as physical Health and Safety.
- Actively promote an open attitude to mental health, encouraging employees to identify and commence dialogue with trusted colleagues or our trained Mental Health First Aiders (MHFA), such that we can all contribute to creating and maintaining a safe and healthy working environment for all.
- Prevent as far as practicable any circumstances of workload creating detrimental effects to any employee's mental health and wellbeing.
- Support employees who have mental health difficulties to realise suitable support from external agencies and help them achieve their fullest potential and fulfil the demands of their role.

- Implement and maintain a MHFA Action Plan to manage the risks associated for our MHFA and employees, ultimately at all our work locations.
- Regularly monitor and revise our MHFA Action Plan as necessary, ensuring sufficient resources to allow our MHFA to provide assistance, without detriment to themselves.
- Take necessary steps to aid recovery of employees, through HR and as agreed with Directors.
- Ensure that HR carry out reviews of our MHFA own well-being and resources on a bi-annual basis.
- Ensure that responsibilities for MHFA are allocated, accepted willingly, understood, monitored, and fulfilled. They must see their role as being comparable to a physical health First Aider, to potentially guide people to appropriate professional help.
- Ensure that all discussions in relation to mental health will be carried out in strictest confidence and also in accordance with our Privacy Policy and GDPR legislation. MHFA will discuss every case with the HR department.

TJL are committed to ensuring good mental health for all staff in line with the above. This policy will also be available to external interested parties on request via our website www.tjl.com.

Signed:



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Position: Joint Managing Director/Safety Director

Date: 2 May 2024