1. **INTRODUCTION**

At DXB we understand the positive impact that healthy and engaged employees make to the success of our business and that mental health will play a significant role in an employees’ state of mind.

We appreciate that individuals can experience periods - sometimes prolonged periods - of poor mental health in the same way as with physical health. We commit to providing support for employees going through mental health problems because we recognise such employees can provide a substantial contribution to the success of our company.

For the purposes of this policy, the term ‘mental health problem’ includes mental health conditions that have been diagnosed by a medical professional as well as signs of stress and anxiety.

1. **MANAGER RESPONSIBILITIES**

Where necessary, managers will invite the employee to regular private meetings and ask them to talk openly about their mental health problems. The manager will not make presumptions about how the mental health problem is impacting on the employee personally and professionally. Initial action will include checking how the employee is getting on at work, in the same manner as if the employee was suffering from a known physical health problem.

1. **EMPLOYEE RESPONSIBILITIES**

Any support required by the employee is likely to be known by the employee themselves. We actively encourage employees to be open and honest about their mental health and to inform their manager of any issues at an early opportunity to allow these to be addressed. There is also an expectation on all employees to conduct themselves in a helpful and open-minded manner towards colleagues who have mental health problems.

Behaviour which is deemed by us as being harassing or bullying in nature which is either a contributory factor to an employee’s poor mental health, or is in reaction to the employee’s current situation, is unacceptable and will be dealt with under our disciplinary procedure.

1. **WELLBEING PLAN**

**Employee action plan**

Where a manager identifies a mental health issue, they will work alongside the employee to create a personal action plan that provides for proactive management of their mental health. This will support ongoing open communication between the manager and the employee and will result in mutually agreed steps being set in place that can be monitored on an ongoing basis.

**Workplace adjustments**

With the employee’s consent, a referral will be made to our external occupational health provider who will undertake an assessment on the employee’s current condition to ascertain how we may provide appropriate support to the employee.

**Managing absence and return to work**

Where the employee is absent by reason of their mental health concerns, their manager will communicate with the employee at regular intervals during their absence as agreed with the employee. Our sickness absence procedure will apply to the employee’s absence as normal, subject to any reasonable adjustments in place for the employee.

Upon the employee’s return from absence, a return-to-work meeting will take place and a return-to-work plan agreed between the manager and the employee to ensure necessary steps can be taken to support the employee to remain in work.

1. **CONFIDENTIALITY**

Information concerning an employee’s mental health is defined as sensitive personal information. This information will only be disclosed to others where necessary.

1. **TRAINING**

To be able to provide valuable support to an employee suffering from poor mental health, the company has a Mental Health First Aider to support poor mental health in employees, including how to identify the signs of poor mental health and how to take appropriate measures to proactively deal with it. Swift and appropriate action will also be taken to discover whether the cause of the concern is work-related.

1. **FINANCIAL WELLBEING**

We are committed to supporting our employees with their financial wellbeing. We recognise that worries and concerns about personal finances can have a significant detrimental impact on employees’ physical and mental health, as well as their ability to do their job.

We are committed to ensuring appropriate assistance is provided to any employee who experiences debt or other financial problems.

The purpose of this policy is to assist with creating an open and supportive workplace where managers and employees can discuss any issues associated with financial wellbeing, and to ensure the available resources are known about and offered to employees when needed.

**Employee responsibilities**

It is important that, as an employee, you prioritise your personal health and financial wellbeing. If you find that personal financial concerns are affecting you, you should discuss this with your manager, who will treat the matter with complete confidence. To enable us to provide you with the best support possible we encourage you to be open in these conversations.

However, we recognise that this is a sensitive issue so if you don’t feel comfortable discussing your situation with your manager, you are encouraged to speak with another senior member of staff.

**Employer Responsibilities**

Managers will maintain an open-door policy so that employees feel comfortable in approaching them with their concerns. They will support you to talk openly about your current situation and will not make presumptions about how it is affecting you. Your manager will explore with you what support or adjustments may be beneficial. Your individual needs will be addressed sensitively, and confidentiality will be maintained.

**Access to external help and advice**

You can get free, confidential, and independent money and debt advice from the government’s Money & Pensions Service (https://moneyandpensionsservice.org.uk). Further external information and support is available from organisations such as Citizens Advice (https://citizensadvice.org.uk).

**Bullying and Harassment**

There is an expectation on all employees to conduct themselves in a supportive, sensitive, and open-minded manner towards colleagues. We maintain a zero-tolerance approach to bullying and harassment and will treat all complaints seriously. If you feel that you have been mistreated in any way by a colleague because of matters related to your financial wellbeing, please make your concerns known to your manager.