



Health and Wellbeing Policy

Purpose

The purpose of this policy is for Moreton & Partners Limited to establish, promote, 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. We believe that the mental health and wellbeing of our staff is key to organisational success and sustainability.

Goals

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment, in line with our current Bullying and Harassment Policy).
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.
- To keep our people safe.

Responsibility

Managers have a responsibility to:

- ensure that all workers are made aware of this policy
- actively support and contribute to the implementation of this policy, including its goals
- manage the implementation and review of this policy
- ensure that all staff are aware that we are here to help and that we consider their health and wellbeing to be extremely important
- communicate! Have a 'door always open' ethos.

All employees have a responsibility to:

- take reasonable care of their own mental health and wellbeing
- take reasonable care that their actions do not affect the health and safety of other people in the workplace

All employees are encouraged to:

- understand this policy and seek clarification from management where required
- consider this policy while completing work-related duties and at any time while representing the Practice
- support fellow workers in their awareness of this policy
- support and contribute to our aim of providing a mentally healthy and supportive environment for all workers
- communicate! Ask for help if you need it.

The Practice will ensure that:

- all employees receive a copy of this policy during the induction process and following our annual policies review
- this policy is easily accessible by all members of the organisation
- employees are informed when a particular activity aligns with this policy
- employees are empowered to actively contribute and provide feedback to this policy
- employees are notified of all changes to this policy.

In addition to the above, M&P recognises that fatigue is a major health and safety risk that must be effectively managed. Any employee must not commence or continue work if he or she is fatigued to such an extent that their condition may prejudice their safety, or the safety of others. Managers will not plan work arrangements for personnel who are fatigued or are likely to become fatigued during the work period. Managers are authorised to prevent any employee from commencing work or continuing to work if they believe the person is fatigued and to closely monitor the situation.

The health and wellbeing of our team members is paramount. The Company has therefore introduced an Employee Assistance Programme (EAP) delivered by Health Assured, the UK and Ireland's leading wellbeing provider. The EAP provides staff with support and advice via an app and portal that offers insights into a wide variety of health and wellbeing topics. Information relating to the EAP is provided to employees at the commencement of employment.

Monitoring and review

We will monitor the effectiveness and review the implementation of this policy regularly, considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible.

If you have any queries relating to this policy, or feel you could contribute to its effectiveness, please feel free to discuss with Marie Moreton or your Line Manager.

Director in ChargeMatthew Moreton

Practice ManagerMarie Moreton

29th April 2025