



MHWP-01

Version 1

01/04/2025

Mental Health & Wellbeing Policy

C Jones & Sons is committed to establishing, promoting and maintaining the mental health and wellbeing of all staff through workplace practices, and encourages staff to take responsibility for their own mental health and wellbeing. This policy applies to all employees of C Jones & Sons, including contractors and casual staff.

We as a business believes that the mental health and wellbeing of our staff is key to organisational success and sustainability. C Jones & Sons goals are to:

- Build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment) by managing psychosocial risks, which include factors such as stress, work-related anxiety, and other mental health aspects. By addressing these risks, we can promote a healthier work environment.
- Increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- Reduce stigma around depression and anxiety in the workplace.
- Facilitate employee's active participation in a range of initiatives that support mental health and wellbeing.

It is C Jones & Sons goal that 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 C Jones.
- Support fellow workers in their awareness of this policy, and support and contribute to C Jones & Sons aim of providing a mentally healthy and supportive environment for all workers.

All employees have a responsibility to:

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

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; and manage the implementation and review of this policy.

C Jones will ensure that:

- All employees receive a copy of this policy during the induction process.
- 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.

Signed:

Z. Jones

Date: 01/04/2025

Review Date: 01/04/2026

OWNERS OF BILT. BUILDERS MERCHANT

