

MENTAL HEALTH POLICY

DSEC Ltd policy outlines our provisions to prevent and address mental health issues among our employees. Mental health is just as important as physical health. Mental illness may be detrimental to a person, as it impacts happiness, productivity and collaboration.

Mental health issues may affect DSEC Ltd, in the form of:

- Turnover
- Absenteeism
- Poor employee performance
- Employee drug or substance abuse
- Work-related accidents
- Workplace violence or harassment

With this policy, DSEC Ltd aim to support our employees and create a healthy and happy workplace. DSEC Ltd want everyone to feel appreciated and be treated fairly.

Scope

This policy will apply to everyone in the company. Managers are responsible for implementation and DSEC Ltd is responsible for providing the necessary resources.

What are mental health issues?

- Mental health issues in the workplace are any conditions that affect employees' state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues.
- Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g. increased blood pressure, lethargy, changes in eating habits.)

Factors that cause mental health issues

Employees may experience mental health issues for various reasons that DSEC Ltd cannot control (e.g. hereditary, family conflicts, general health.) But there are also work-related reasons for mental health problems, including:

- Job insecurity.
- Excessive pressure.
- Work-life imbalance.
- Lack of appreciation.
- Hostile workplace conditions.
- Unsatisfactory job or workload.
- Unpleasant relationships with colleagues or managers.

Company Actions

DSEC Ltd aim to:

- Treat mental illness seriously.
- Identify issues proactively and resolve them.
- Support employees who face mental health problems.
- Create pleasant workplaces in collaboration with managers, employees, unions and health experts.

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Professional services

If required DSEC Ltd will engage the services of a mental health professional (e.g. psychologist). Employees may reach out to this professional when they are in need of counselling. Anything they share with this person will remain confidential.

Mental health awareness

DSEC Ltd want to raise mental health awareness and combat the stigmas associated with them. To do this, we will:

- **Host information sessions.** DSEC Ltd will schedule workshops for managers and employees explaining important elements of mental health.
- **Keep employees informed.** DSEC Ltd will organise an event to present updates to this policy whenever it's modified. HR will also present this policy to new hires.
- **Compile helpful resources.** DSEC Ltd will establish a repository of articles, videos and infographics about mental health.

Job-related issues

Issues related to work, compensation, job insecurity and work-life balance can heavily burden our employees. In these cases, we encourage our employees to speak to our mental health professional about how to handle their individual situations better. Additionally, DSEC Ltd encourage open communication between employees and managers. If employees have a work-related problem, they should speak openly to their managers. Managers are in turn obliged to listen to their employees and should search for a mutually satisfying solution together.

Managers' responsibilities

Managers should also proactively identify mental health issues among their employees. If they perceive that an employee is in a state of emotional or psychological distress, they should reach out to them.

Open communication and support

Melanie Smalley is responsible for sending out surveys to gather information about mental health in the workplace. Surveys must be anonymous. DSEC Ltd also want to actively support employees who are at risk of facing mental health issues (e.g. pregnant women, new parents, retiring employees.) For this reason, DSEC Ltd will establish support sessions employees can choose to join to discuss their situations and seek advice. Often, it's easier to reach out to a colleague instead of a supervisor or HR. DSEC Ltd encourage co-workers to support one another when needed.

Employee recognition and development

One way to prevent DSEC Ltd employees from excessive stress is to recognize their work and invest in their personal growth. For this reason, we will establish:

- Recognition programs
- Mentorship programs
- Learning and development programs

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Compliance with the law

The law protects employees who suffer from medical conditions (e.g. clinical depression) or mental disorders (e.g. schizophrenia.) Consistent with our non-discrimination practices, we will treat these employees fairly and we won't oblige anyone to disclose their condition or other medical information. Instead, we will attempt to support employees who come to us with mental health issues and establish strategies that apply to everyone. Also, we will make reasonable accommodations for people with mental disabilities (e.g. flexible work hours.)

Signed: 
Name (Print): D Smalley
Position: Managing Director
Dated : 30th October 2023

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