



Mental Health Policy

1. Introduction

- 1.1. Scene To Believe (the Company) believes that the mental health and wellbeing of its staff is key to the Company's success and sustainability.
- 1.2. The purpose of this policy is 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.

2. Scope

- 2.1. This policy applies to all employees and independent contractors, officers, agency workers and volunteers of the Company (**Workers**).

3. Definitions

- 3.1. **Mental Illness** is a health problem that significantly affects how a person feels, thinks, behaves, and interacts with other people. Mental illnesses are of different types and degrees of severity. Some of the major types are depression, anxiety, schizophrenia, bipolar mood disorder, personality disorders, and eating disorders.

4. Mental health issues in the workplace

- 4.1. Mental health problems manifest in different ways and individuals may experience varying symptoms.
- 4.2. Generally, a worker suffering from Mental Illness in the workplace may experience depression and/or anxiety which may result in burnout. This may lead to:
 - i. increased absenteeism;
 - ii. increased turnover; and
 - iii. decreased productivity/performance.

5. Changes in behaviour

- 5.1. Mental Illness can affect a Workers' behaviour at work including but not limited to:
 - i. decreased personal care;
 - ii. social withdrawal from fellow Workers;
 - iii. lowered concentration and performance;
 - iv. reduced energy;
 - v. high levels of irritability or aggression;
 - vi. reduced motivation; or
 - vii. communication of unusual or disturbing thoughts.
- 5.2. Where the Company notices a change in a Workers behaviour at the workplace, it will take proactive steps to discuss with the Worker the factors which have led to such change in behaviour.

SCENE TO *Believe*

5.3. In circumstances where the Worker discloses they are suffering from Mental Illness, the Company is committed to ensuring it supports the Worker as far as is reasonably practicable.

6. Myths about Mental Illness

6.1. Myths about Mental Illness are common and can be extremely damaging. All Workers have a responsibility to educate themselves about the facts of mental illness including:

Fiction	Fact
Mental illness affects the minority of people.	Mental illness is common and 1 in 5 Australians will experience a mental illness.
Mental illness is caused by a personal weakness.	Mental illness is caused by genetic, biological, social and environmental factors.
People with mental illness can “pull themselves out of it”.	A mental illness is not caused by a personal “weakness” and cannot be cured by personal “strengthen”.
People with a mental illness never get better.	With appropriate treatment, many people can and do recover from mental illness.

6.2. Reducing stigma through understanding the truth about mental illness leads to better outcomes for everyone.

7. Raising Mental Illness Concerns

7.1. Workers who are suffering from Mental Illness are strongly encouraged to raise this to their manager.

7.2. Likewise, Workers who are aware that an individual at the workplace is suffering from Mental Illness are obligated to raise these concerns to their manager.

7.3. It is the Company’s legal and moral obligation to ensure a safe and healthy work environment, which minimises the risk of Mental Illness. Therefore, it is crucial that any concerns regarding Mental Illness are raised to the Company promptly.

7.4. The Company will treat all disclosures of Mental Illness as strictly confidential, except where such disclosure is necessary to protect the life of an individual.

8. Company Responsibilities

8.1. The Company is committed to:

- i. treating Mental Illness seriously;
- ii. identifying possible workplace practices, actions or incidents which may cause, or contribute to, the Mental Illness of Workers;



- iii. taking actions to eliminate or minimise these risks;
- iv. building and maintaining a workplace environment and culture that supports mental health and wellbeing;
- v. reducing stigma around depression and anxiety in the workplace;
- vi. supporting Workers who face mental health problems; and
- vii. facilitating Workers active participation in a range of initiatives that support mental health and wellbeing.

9. Responsibilities of Workers

9.1. Workers are responsible for:

- i. ensuring compliance with this policy;
- ii. treating fellow Workers with care, empathy and kindness;
- iii. contributing to a healthy and safe work environment; and
- iv. taking reasonable care of their own and others mental health and wellbeing.

10. EAP Service

10.1. The Company provides a confidential Employee Assistance Program (EAP) to all Company employees. Employees are encouraged to use the EAP for professional counselling for any matter, whether work related or not.

11. Breach of Policy

11.1. All Workers are required to comply with this policy as amended from time to time.

11.2. Any breach of this policy may result in disciplinary action, up to and including termination of employment or engagement with the Company.

12. Variations

12.1. The Company reserves the right to vary or replace this policy at any time.

13. Acknowledge

I acknowledge receipt of the Scene to Believe Sustainability Policy and that I have read, fully understood and accept the terms and conditions set out within it. I understand that should I need further guidance on these documents I will seek it from management or Human Resources.

By signing this acknowledgement, I agree to abide by this policy.

Print Name _____

Sign Name _____

Date _____