

Mental Health & Wellbeing Policy

1. Introduction

The Production Hub Limited, ("the Company") recognises that mental health is as important as physical health and is committed to promoting and supporting the mental wellbeing of all employees.

Mental health issues can affect anyone at any time and may impact happiness, productivity, attendance, and engagement. We are committed to preventing work-related stress and supporting employees facing mental health difficulties.

This policy aligns with our obligations under the Equality Act 2010, our commitment to equal opportunities, and our wider health, safety, and wellbeing responsibilities.

This policy applies to all employees, contractors, and any third parties working on behalf of The Production Hub. It supports our desire to create a healthy and happy workplace and our wider commitments under our Equal Opportunities & Diversity, Disciplinary, and Ethical policies.

2. Objectives

We aim to:

- 2.1 Promote a workplace culture of openness, respect, and psychological safety.
- 2.2 Encourage early intervention and support for mental health difficulties.
- 2.3 Develop awareness and provide guidance for managers to recognise and respond to mental health concerns.
- 2.4 Reduce stigma and ensure mental health is treated with the same importance as physical health.
- 2.5 Ensure reasonable adjustments are made for those experiencing mental health difficulties.

3. What are Mental Health Issues?

Mental health issues can range from short-term stress or anxiety to diagnosed conditions such as depression, bipolar disorder, or PTSD. They may manifest in psychological or physical symptoms, including:

- Mood changes, low energy, or withdrawal
- Difficulty concentrating or making decisions
- Changes in appetite or sleep patterns
- Physical symptoms such as fatigue or increased blood pressure

We treat all disclosures of mental health concerns seriously and sensitively

4. Contributing Factors

Factors outside the workplace (e.g. personal or family issues, trauma, hereditary factors) can influence mental health. However, workplace-related stressors may include:

- Unrealistic workloads or deadlines

- Lack of control or recognition
- Job insecurity or poor communication
- Poor relationships with colleagues or managers
- Bullying, harassment, or exclusion
- Poor work-life balance

We are committed to identifying and addressing workplace contributors wherever possible.

5. Roles & Responsibilities

Company Directors

- Set the tone and develop a culture of openness
- Ensure systems are in place to support wellbeing
- Allocate resources and ensure policy implementation

Line Managers

- Create a safe environment for open discussion
- Monitor workload and stress risks
- Refer employees to appropriate support where needed

Employees

- Take personal responsibility for their wellbeing
- Raise concerns or ask for help when needed
- Support each other and contribute to a positive workplace culture

6. Support Measures

6.1 We provide a range of support, which may include:

- Flexible working arrangements
- Adjustments to workload, environment or duties
- Time off for medical appointments or recovery
- Signposting to professional services (e.g. GP, charities, counselling)
- Clear and confidential grievance and disciplinary procedures

6.2 We aim to preserve a harmonious workplace where employees can enjoy their work and balance their jobs with their personal lives. Employees are encouraged to speak to their manager or a Director in confidence if they are experiencing difficulties.

6.3 We aim to prevent workplace stress by:

- Regular 1:1s and check-ins with line managers
- Open feedback channels and support during busy periods
- Promoting a healthy work-life balance
- Maintaining a respectful and inclusive culture
- Addressing concerns promptly and fairly under our Grievance Policy (ED012) and Disciplinary Policy (ED009).

6.1 Legal Compliance and Confidentiality

We comply with the Equality Act 2010 by treating mental health conditions as potential disabilities and providing reasonable adjustments where appropriate.

- All mental health disclosures will be handled in line with **GDPR** and the **Data Protection Act 2018**, maintaining strict confidentiality unless there is a significant risk to the individual or others.
- We will never require disclosure of a diagnosis and will support all employees based on need rather than labels.

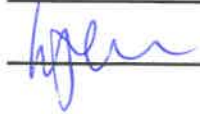
This policy / policy review has been approved & authorised by:

Name and Position Lorna Hames, Director

Date:

13.01.2026

Signature:



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