


Staff Mental Health & Wellbeing Policy



	IMS Document Title: Staff Mental Health & Wellbeing Policy		
	Department: Human Resources	Ref No: IMS-PO-033	ISO: 9001 & 14001
	Approved By: Adam Thrussell	Issue: 1.0	Date: Jan 26

Staff Mental Health & Wellbeing Policy Statement

The mental health and wellbeing of staff is of paramount importance to the company. The purpose of this policy is for TSG Building Services plc (TSG) 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.

TSG believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

Aims of the Policy:


- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- 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 facilitate employees' active participation in a range of initiatives that support mental health and wellbeing.

Signed:



Date: 2nd January 2026

Position: Chief Executive Officer & Owner

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Purpose

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TSG believes 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).
- 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 facilitate employees active participation in a range of initiatives that support mental health and wellbeing.

Scope

- This policy applies to all employees of TSG including contractors and casual staff.

Responsibility

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 TSG
- support fellow workers in their awareness of this policy
- support and contribute to TSG's 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
- 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
- manage the implementation and review of this policy.

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Communication

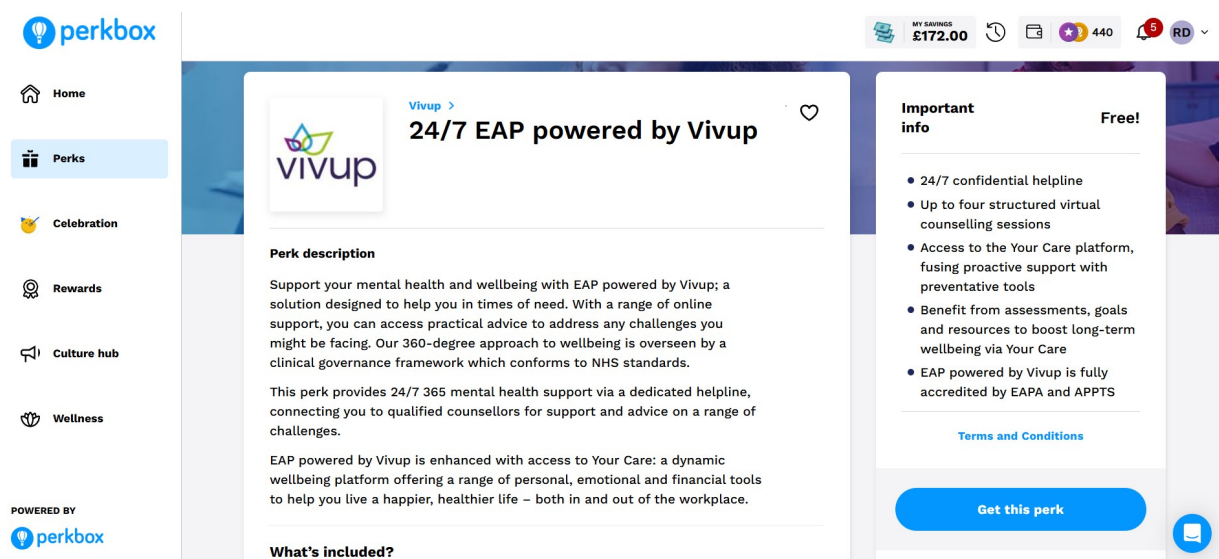
TSG will ensure that:

- 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.

Employee Assistance Programme (EAP) - Perkbox


TSG's employee assistance programme is called Perkbox, where all employees have an account. This is provided to employees upon induction, on their first day.

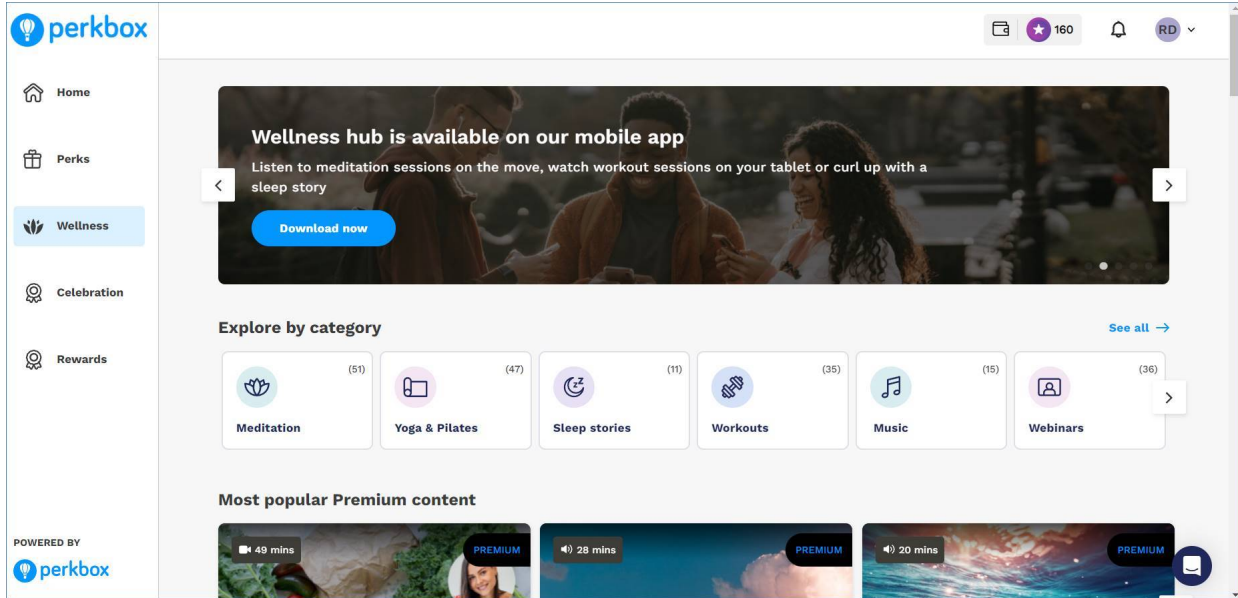
Perkbox provides independent support through Vivup. Vivup is an impartial, confidential advice line from qualified counsellors via a 24/7 365 telephone helpline. This provides a wellbeing platform with a range of assessments, personalized goals, connectivity to fitness apps and a range of additional resources. Up to four sessions of structure virtual counselling is provided and access to a range of advice and guidance, including debt and financial advice.



The screenshot shows the Perkbox app interface. On the left is a navigation menu with options: Home, Perks, Celebration, Rewards, Culture hub, and Wellness. The main content area displays a perk titled "24/7 EAP powered by Vivup". Below the title is a "Perk description" section, followed by "What's included?". On the right, there is an "Important info" sidebar with a "Free!" label and a list of benefits: 24/7 confidential helpline, up to four structured virtual counselling sessions, access to the Your Care platform, benefit from assessments, goals and resources to boost long-term wellbeing via Your Care, and EAP powered by Vivup is fully accredited by EAPA and APPTS. A "Get this perk" button is located at the bottom of the sidebar.

Perkbox also supplies a wellness hub, which provides videos on meditation, yoga & Pilates, sleep stories, workouts, music and webinars.

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Mental Health at Work Initiative

TSG hosts 'mental health awareness days' as a way of sharing information, outlining available support and promoting employees to speak about mental health and their wellbeing. These are conducted annually as a way of promoting mental health and donating money to the MIND charity.

15th October 2024


Mental Health Awareness Day 2024

On Thursday 10th October 2024, TSG marked World Mental Health Day by having a dress down day so staff felt more relaxed and by raising awareness of mental health.

We aimed to raise awareness through our interactive posters and quiz as well sharing information; outlining available support both internally and externally and challenging staff members to contribute methods both trialled and tested that helped drive better mental health and overall wellbeing.

The interactive posters not only gave tips on positive mental wellbeing but also requested staff to write down how they were feeling and any positive comments or affirmations that helped encourage/motivate other employees.

All donations made this year were once again donated to the amazing charity MIND in support of all the incredible work they do.

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31st October 2023

World Mental Health Day 2023 at TSG

On Tuesday 10th October 2023, TSG marked World Mental Health Day by having a dress down day so staff felt more relaxed and by raising awareness of mental health by: sharing information; outlining available support both internally and externally and via interactive posters which challenged staff members to contribute methods both trialled and tested that helped drive better mental health and overall wellbeing.

The interactive posters not only gave tips on positive mental wellbeing but also requested staff to write down how they were feeling and any positive comments or affirmations that helped encourage/motivate other employees.

Employees were highly engaged on the day by baking cakes and TSG provided fruits for all to share. TSG raised a total of £100.00 for the mental health charity, MIND. A big thank you to all.

Here are some images of the day's event:-

Downstairs Kitchen - TSG House

Upstairs Kitchen - TSG House

Interactive Posters

Gilbert Close - Site Welfare

Gilbert Close - Site Welfare 2

Mental Health Wall - Bedford Office

Mental Health Wall - Bedford Office 2

Implementing Mental Health as a Core Standard

TSG has implemented mental health as a core standard across the business through ensuring all new starters are trained in mental health awareness, appointing mental health first aiders, hosting mental health awareness days, and supporting employees through providing Samaritans posters around the offices, utilizing the employee assistance program and providing a Mental Health and Wellbeing Policy.

Monitoring and Review

TSG will review this policy twelve months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from workers, the Health and Wellbeing Committee (if applicable), and management
- review of the policy by management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.