

**ENGINEERED SYSTEMS (ELECTRICAL) LTD**  
**Unit 1 Waterside Industrial Park, Waterside Road,**  
**Leeds, LS10 1RW**

**MENTAL HEALTH & WELLBEING POLICY**

**PURPOSE:**

This policy aims to prioritize and support employees' mental wellbeing. It outlines the employer's commitment to creating a positive and healthy work environment, addressing mental health issues, and providing resources for employees.

**SCOPE:**

A mental health issue, also known as a mental health condition or disorder, is characterized by a significant disruption in a person's thinking, feeling, or behavior that causes distress or impairs their ability to function in daily life. These issues can range from mild to severe and can affect various aspects of a person's life, including their relationships, work, and overall wellbeing. ENGINEERED SYSTEMS (ELECTRICAL) Ltd shall recognize mental health challenges, promote open communication, and offer support services.

**CONTROL MEASURES:**

- ENGINEERED SYSTEMS (ELECTRICAL) Ltd shall treat mental health issues with the same seriousness as physical health concerns. This includes providing resources like employee assistance programs (EAPs), when required, mental health first aiders, and access to professional support services.
- ENGINEERED SYSTEMS (ELECTRICAL) Ltd promotes a positive and supportive culture. We encourage open communication, where employees feel comfortable discussing mental health concerns without fear of stigma or judgment. We emphasize the importance of teamwork, collaboration, and information-sharing.
- Experiencing a mental health issue is not a reflection of personal weakness, but rather a complex interplay of biological, psychological, and social factors.
- Policies addressing bullying, harassment, and discrimination are robust and they form a major part of the employee handbook which is addressed during induction to the company.
- ENGINEERED SYSTEMS (ELECTRICAL) Ltd encourages all employees to be observant to signs of stress, anxiety and the following mental health conditions and symptoms in themselves and their colleagues. Any health concerns should be reported to senior management without delay.

Conditions	
Anxiety disorders	Conditions characterized by excessive worry, fear, or nervousness.
Depression	A mood disorder causing persistent sadness, loss of interest, and other symptoms.
Schizophrenia	A severe mental disorder affecting thinking, behaviour, and emotions.
Eating disorders	Conditions involving extreme disturbances in eating behaviours and body image.
Addictive behaviours	Compulsive engagement in activities despite negative consequences.
Symptoms	
Disruption functioning	Interference with the ability to carry out tasks, maintain relationships, or cope with stress.
Emotional distress	Persistent/overwhelming significant emotional pain, such as anxiety, sadness, or fear.
Cognitive difficulties	Problems with thinking, concentration, memory, or decision-making.
Behavioural changes	Shifts in behaviour, social withdrawal, sleep/eating pattern changes, increased irritability.

- We understand the need for employees to be healthy in body and mind. It is our policy to ensure that our employees are given the necessary support and assistance to ensure that their mental health and wellbeing does not suffer as a part of their employment. To enable us to do this, ENGINEERED SYSTEMS (ELECTRICAL) LTD shall create a working environment that protects the physical and mental wellbeing of its employees and anyone else who may be affected by our undertaking. It is our aim to provide a supportive environment to help all our employees and particularly those with mental health difficulties to realize their full potential whilst meeting the requirements of their job.

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• In-house team building activities and group social events outside of the working environment are available to all employees. We also aim to facilitate and promote positive mental health and wellbeing in the workplace. To enable us to do this we:

- Support a culture where mental health is not stigmatized and discussion is encouraged.
- Ensure that personnel who support employees have the necessary training/knowledge.
- Respect confidentiality of personal information for those with mental health difficulties.
- Encourage employees with mental health difficulties to seek help.
- Ensure employees are aware of the help that is available.
- Support those employees with mental health problems, especially where their health & safety in the workplace may be affected.
- Refer employees with serious mental health problems to doctors or appropriate NHS services.

**CONSEQUENCES OF NON-COMPLIANCE:**

Where an employee commits a clear breach of company rules relating to this policy, action will be taken under our disciplinary procedures as appropriate.

**Signed by the Executive Responsible for Mental Health & Wellbeing:**



**Michael Keith**  
**Managing Director**  
**Date: 28<sup>th</sup> August 2025**