

Mental Health Policy

POLICY AND PROCEDURE

1. Purpose

Subee PTY LTD ('Subee ') aims to facilitate and promote positive mental health among staff by providing a safe and supportive work environment and encouraging staff to take responsibility for their own mental health and wellbeing.

2. Scope

This policy applies to all employees of Subee (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of Subee.

3. Commencement

This policy will commence from Wednesday, 18 March 2020. It replaces any other Subee policies (written or not) dealing with employee mental health.

4. Positive Mental Health

Positive mental health is characterised by feeling good and functioning well. According to the World Health Organisation, mental health is a state of well-being in which a person can:

- Cope with the normal stresses of life;
- Work productively and fruitfully;
- Realise their potential; and
- Contribute to the community.

Your mental health is as important as your physical health. Research has shown that you can help to build and maintain your mental health by taking some simple steps, including:

- Socialising with your friends, family and others in the community;

- Engaging in regular exercise, eating a healthy diet, avoiding excess alcohol or other drugs, and going for regular check-ups with your doctor;
- Identifying your strengths and using them to help others or contribute to the community;
- Engaging in meaningful work, including volunteering, helping a neighbour or performing small acts of kindness; and
- Taking time to relax and do the things you really enjoy.

If you are interested in other ways for building and maintaining positive mental health, we recommend that you see your doctor or a mental health professional.

5. Mental Illness

A mental illness is a medical condition that impacts a person's thoughts, feelings or behaviour. Common examples of mental illness include depression, anxiety disorder and post-traumatic stress disorder. It is estimated that nearly half of all Australians will experience a mental health condition in their lifetime.

You may be at risk of a mental illness if you are experience one or more of the following:

- Feeling depressed or unhappy for an extended period;
- Losing motivation or interest in a favourite hobby;
- Prolonged anxiety, including heart palpitations, shortness of breath, headache, restlessness, diarrhoea, or a racing mind;
- Sudden and dramatic changes in mood, such as extreme distress or anger;

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- Changing sleep patterns or getting too much or too little sleep;
- Fluctuating weight or rapid weight loss;
- Being quiet or withdrawn or refusing to join in social activities;
- Excessive use of alcohol or other drugs;
- Feeling guilty, worthless or consistently criticising oneself;
- Changes in behaviour or feelings, including where you don't seem "quite right".

If you think you might have a mental illness, you should seek help from a health professional. The sooner you seek help, the sooner you can start to recover.

6. Seeking Help

When seeking help regarding a mental health issue, a general practitioner (GP) doctor is usually the best starting point. A GP doctor will be able to:

- Make a diagnosis;
- Check for any physical health problem or medication that may be contributing to any mental health conditions;
- Provide information and discuss available treatments;
- Provide support and counselling;
- Prescribe medication;
- Refer you to a mental health specialist such as a psychologist or psychiatrist; and/or
- Schedule regular appointments to check on your progress.

A number of organisations in Australia provide free support and education for people who are experiencing mental health issues. The table below sets out some of the key support organisations and their contact details:

Beyond Blue: Support for people experiencing depression and anxiety 1300 224 636

The MindSpot Clinic: Support for people experiencing stress, anxiety, low mood or depression 1800 6144 34

Headspace: Mental health support for people under 25 1800 650 890

MensLine Australia: Mental health support for men 1300 789 978

Qlife: Mental Health support for LGBTI people 1800 184 527

Lifeline: Crisis Support and suicide prevention 13 11 14

Suicide Call Back Service: Support for people feeling suicidal 1300 659 467

Subee aims to provide an environment where employees feel comfortable raising and discussing concerns about mental health. If you have any concerns about your own mental health, or the mental health of a co-worker, we welcome you to contact your manager or our Human Resource Department.

Subee appreciates that any information regarding your health is sensitive information and should be treated accordingly.

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7. Subee Employee Assistance Program (EAP)

The company we have chosen is AusPsych – www.auspsych.com.au – AusPsych is based in Newcastle and Central Coast with participating psychology practices within the Coffs Harbour region.

An Employee Assistance Program is a confidential counselling and support service to help employees deal with personal or work-related problems in a positive way. Your EAP involves short term counselling of up to 4 hours counselling per employee per year. This can be conducted in person, via telephone or video call.

Your employer will *never* know exactly who has attended counselling, the *Privacy Act (1988)* protects our EAP provider from giving us this information. The only time we may know you have attended is if you tell us or give our EAP provider written consent.

You can access confidential counselling by calling AusPsych EAP on (02) 4926 1688 or you can lodge an appointment request with their team online by emailing admin@auspsych.com.au

Variations

Subee reserves the right to vary, replace or terminate this policy from time to time.

This policy does not form part of any contract of employment or contract for services.

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