



MENTAL HEALTH PROCEDURE

Purpose – This procedure outlines how to foster good mental health, seek timely mental health support and help someone experiencing poor mental health.

Scope and application – This procedure applies to all Wood employees.

Note: The meaning of the term employee varies around the globe. This may mean in certain jurisdictions that visitors, consultants, contractors, employees of contractors and consultants, persons employed through labour hire agencies and volunteers are not covered by this procedure and must be referred to their own employers’ policies. The local procedure which supports this document must clearly define the scope relevant to that jurisdiction.

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1. Mental Health Procedure

Step	Responsibility	Action
1.1 Fostering good mental health		
1.1.1	All employees	<ul style="list-style-type: none"> • Take care of their mental health whilst working at Wood. This will differ between employees but may involve: <ul style="list-style-type: none"> – Maintaining a healthy lifestyle – Engaging in good mental health practices such as mindfulness – Keeping reasonable work hours – Making use of flexible working arrangements – Accessing peer support and mentoring – Seeking support to manage poor mental health.
1.1.2	All employees	<ul style="list-style-type: none"> • Participate in training Wood offers to develop: <ul style="list-style-type: none"> – Skills to manage the demands of their time such as time management techniques through the Learning Team – Self-care strategies such as offered by MindTools or self-guided resilience training available on the Health Protection intranet site – Stress management techniques – Better understanding of mental health.
1.1.3	Senior Management teams/ Regional Management teams/ Line managers/ supervisors	<ul style="list-style-type: none"> • Promote a mentally healthy culture at Wood and provide support to those experiencing poor mental health by: <ul style="list-style-type: none"> – Encouraging and creating a mentally healthy workplace – Addressing the stigma that is often associated with mental illness – Developing their communication skills – Ensuring awareness and actioning of requirements of the Stress Management Procedure – see HSE-PRO-110224 – Ensuring they understand their jurisdictional requirements in relation to the provision of reasonable workplace adjustments to those with disabilities which includes mental illness – see Reasonable Workplace Adjustments Procedure – HSE-PRO-110253 • Encourage participation in Wood’s Wellbeing Champion Programme. Champions are trained to promote awareness and mental health literacy across Wood and to signpost employees to resources and support available in their local areas • Seek advice from their P&O Business Partner about workplace support for those experiencing poor mental health.
1.2 Seeking support		
1.2.1	All employees	<ul style="list-style-type: none"> • Seek counselling services as necessary through Wood’s Employee Assistance Programme or other jurisdictional benefits system • Seek advice from Mental Wellbeing Champions on local resources available within their area

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		<ul style="list-style-type: none"> If travelling on behalf of Wood download the International SOS App before travel and contact them for any required support. International assignees may also be able to access mental health support through the insurance providers in place.
1.2.2	All employees	<ul style="list-style-type: none"> Raise with the line manager/supervisor a timely request for a meeting to discuss the provision of reasonable adjustments, as necessary. Alternatively, seek advice or discuss workplace issues with the local P&O representative to help support and facilitate a workplace adjustment meeting with the relevant line manager/supervisor in accordance with local procedures – see Reasonable Workplace Adjustments – HSE-PRO-110253 Depending on the jurisdictional legislation and terms and conditions of employment, employees who are caring for a person with a mental illness or other condition may be able to access carer’s leave.
1.2.3	Line manager/supervisor	<ul style="list-style-type: none"> Consider inherent requirements of job role when deciding how best to support an employee with mental illness Refer employee for independent assessment as necessary and in accordance with local jurisdictional requirements, customs, or practises to determine nature of support required.
1.3 Supporting others		
1.3.1	All employees including Mental Wellbeing Champions	<ul style="list-style-type: none"> Must NOT act beyond their expertise or comfort level when trying to assist others with poor mental health. Following the general advice in this procedure and responding sensitively to someone in distress are important first steps, but the affected person should seek advice from a mental health/medical professional as soon as possible.
1.3.2	All employees	<ul style="list-style-type: none"> If employees feel they are experiencing, or witness someone else experiencing, a mental health crisis (for example, if they are considering self-harm or suicide), they must: <ul style="list-style-type: none"> Contact emergency services if they fear for their safety or the safety of others Attend, or recommend the person attend, an onsite medical service (if available) or hospital emergency room; and/or Seek assistance, or encourage the person to seek assistance, from a mental health/medical professional If it is not a crisis, but an employee is experiencing poor mental health in accordance with local customs and practises, employees should talk to the person about their concerns and encourage them to seek professional advice, seek support via Wood’s Employee Assistance Programme or contact a local Mental Wellbeing Champion Understand and respect that health disclosures are sensitive.

Acronyms

BG	Business Group
HSSE	Health, Safety, Security, Environment
HSSE&S	Health, Safety, Security, Environment and Sustainability
P&O	People and Organisation

References

Stress Management Procedure	HSE-PRO-110224
Reasonable Workplace Adjustments	HSE-PRO-110253

Revision History

Rev no.	Rev date	Summary of changes
R1	01 August 2022	New document issued for review
0	11 August 2022	New document issued for use