

# Mental health and wellbeing policy

PH\_CW\_PD\_014 REVISION 1

## About this policy

### Purpose

The purpose of this policy is for **Penny Engineering Limited** 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.

**Penny Engineering Limited** believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

### Goals

#### **Penny Engineering Limited:**

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 employee's active participation in a range of initiatives that support mental health and wellbeing.

### Scope

This policy applies to all employees of **Penny Engineering Limited**, 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 **Penny Engineering Limited**

support fellow workers in their awareness of this policy

support and contribute to **Penny Engineering Limited'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.

### **Communication**

**Penny Engineering Limited** 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.

### **Monitoring and review**

**Penny Engineering Limited** will review this policy **12** 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.

**Signed by: -**

**T. Penny MD**



Date: - 19/01/2026

<b>Revision</b>	<b>Date</b>	<b>Author</b>	<b>Approver</b>	<b>Amendment</b>
1	16/01/2023	R. Penny	R. Penny	Re issue onto new document template
2				
3				