

Occupation Health including Mental Health at Work Policy



Krause & Hall Ltd

This policy outlines the approach of Krause and Hall towards supporting employees who have occupational health-related issues. Occupational health is defined as “a type of medical service for supporting employees and employers and helping wellbeing in the workplace, which can be used for both physical and mental health”.

Krause and Hall recognises that health issues are common in modern society and affect many employees and managers in workplaces. It also recognises that people with mental health issues make valuable contributions to the success of any organisation and that providing them with adequate support not only complies with the law but supports their ongoing health and employment.

In particular, Krause and Hall recognises its duties under the Equality Act 2010 to prevent discrimination and to make “reasonable adjustments” for employees with disabilities which remove barriers to their employment. The organisation recognises that disability is defined in the Act as a physical or mental impairment that has a substantial and long-term adverse effect on the ability of an individual to carry out normal, day-to-day activities.

It is understood that establishing a workplace ethos that supports positive occupational health can:

- help to retain valuable and experienced staff, reducing turnover, staffing and training costs
- reduce sickness absence, particularly from stress-related mental health conditions
- help staff achieve their potential and sustain their careers
- enhance safety and increase productivity
- make for a healthier, more tolerant workplace.

Policy

In this organisation:

- Managers and supervisors will be trained to spot the signs of employees who may be having fatigue-related issues, mental health, psychological or emotional difficulties. They will be trained to make simple and clear interventions aimed at discovering what the organisation can do to help, identifying any work-related causes for their issues and making “reasonable adjustments” wherever appropriate to support them.
- Where necessary, managers will discuss with the employee whether an occupational health referral will be helpful. Where the employee agrees, the referral should be made. The manager should continue to support the employee as

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appropriate, including working with occupational health, where required, on any agreed support plan.

- All discussions between managers and employees, referrals to occupational health or subsequent support plans, should be kept confidential by the manager.
- Flexible working options will be discussed with employees wherever their health needs indicate that an adjustment may be helpful to them. This might include variable hours or part-time working. All changes must be discussed with line managers.
- The management will promote the awareness of mental health issues and do all they can to create a culture where employees feel they can talk about their concerns. The organisation will support the establishment of mental health champions to help staff to support their colleagues and will seek accreditation as a mental health positive workplace.
- Negative or discriminatory views about personal health and stigma will be challenged. This will be achieved through methods such as stress awareness campaigns, positive mental health days, staff surveys, training, etc. The organisation has a zero tolerance approach towards discrimination, bullying and harassment on any grounds, including towards staff because of their personal health. Staff are encouraged to report any instances and managers will take appropriate action.
- Employees who have periods of sickness absence related to mental health or stress issues will receive occupational health support. This will include where an employee requires a rehabilitation programme to return to work, for example, a temporary period of reduced hours, a phased return, an adjustment of roles and responsibilities, or additional support, etc.

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Training and Support

Managers and supervisors should be trained how to provide appropriate support to people with occupational health issues and how to create a healthy working environment.

As appropriate the organisation will provide support to individuals with occupational health concerns through signposting to the appropriate services as follows.

- Advice about workplace adjustments or return to work plans for ill or sick employees.
- Assessment of fitness for work for ill or sick employees.
- Pre-employment/post-offer of employment health assessments.
- Support with health risk assessments.
- Ongoing health assessments available for any employees (even if not ill or sick).
- Health promotion or healthy lifestyle schemes including fatigue risks and good sleep hygiene
- Support with health surveillance.
- General advice on organisational policy or procedures to help with legal compliance and business objectives.
- Training, instruction or capacity building, eg for managers or leaders.
- Clinical interventions to manage health risks, eg vaccinations.

Other services included support such as sickness absence record keeping and data analysis as well as a wide range of therapies such as physiotherapy, cognitive behavioural therapy, workplace stress management, debt counselling and marriage counselling.

T. Krause

Managing Director

Krause and Hall Ltd

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