



Mental Health & Well-Being Policy

Policy Number: P10.1

1. Purpose

The purpose of this Policy is for Metro Mining to establish, promote and maintain the mental health and wellbeing of all staff, visitors and contractors through workplace practices and encourage staff to take responsibility for their mental health and wellbeing.

Metro believes the mental health and wellbeing of its employees and staff are key to organisational success and sustainability and is committed to establishing a workplace that is Mentally Healthy.

2. Objectives

Mental health is defined as ‘a state of well-being in which every individual realises his/her potential, can cope with normal stresses of life, work productively and fruitfully and is able to contribute to her or his community’.

Metro Mining aims to:

- » Build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination, bullying and harassment;
- » Increase staff knowledge and awareness of mental health and wellbeing issues and behaviours;
- » Reduce the stigma around depression and anxiety in the workplace;
- » Provide early intervention services and access to support i.e. Employee Assistance Program (EAP);
- » Promote return to work support for employees and staff after mental health illness;
- » Facilitate staff and contractor active participation in a range of initiatives supporting mental health and wellbeing.

3. Scope

This policy applies to Metro Mining’s Board of Directors, staff and contractors.

4. Responsibility

All staff and contractors are encouraged to:

- » Understand this Policy and seek clarification from management where required;
- » Consider this Policy when completing work-related duties and while representing Metro Mining;
- » Support fellow staff in awareness of this Policy;
- » Support and contribute to Metro’s aim of providing a mentally healthy and supportive environment for all staff and contractors.

Staff have a Responsibility to:

- » Take reasonable care of their mental health and wellbeing, including physical health;
- » Take reasonable care their actions do not affect the health and safety of other people in the workplace;

Managers have a Responsibility to:

- » Ensure all staff and contractors are made aware of this Policy;
- » Support and contribute to the implementation of this Policy, including its goals;

5. Communication

Metro Mining will ensure that:

- » All staff and contractors have access to this Policy and are educated during the induction process;
- » This Policy is easily accessible by all individuals in the organisation;
- » Staff and contractors are informed when a particular activity aligns with this Policy;



- » Staff and contractors are notified of changes to this Policy.

- » Improve accommodation where possible including maximising peace, privacy, enhancing personal and communal opportunities with private TV and Internet plus shared recreation areas and gymnasium.
- » Ensure fatigue management processes are applied.
- » Ensure all staff and supervisors are aware of the Anti-bullying and Harassment Standard.
- » Provide supervisors with Communication Skills training so they can give instructions with greater clarity.
- » Ensure there is a clear and simple Performance Management system in place.
- » Ensure employees have access to a Grievance Procedure and all supervisors are trained in their responsibilities regarding the procedure.
- » Employ staff on a permanent status, rather than casual, to provide consistency and stability.

6. Strategies

All types of work have the potential to impact on mental health including FIFO work. Known psychosocial risk factors include:

- » Excessive work demands (emotional, mental, physical)
- » Low Control
- » Poor support
- » Lack of role clarity
- » Poorly managed change
- » Poorly managed relationships
- » Low levels of recognition and reward
- » Organisational injustice

With the challenges that are posed by Fly in/Fly out Metro has adopted the following strategies to improve workforce wellbeing:

- » Raise awareness among workers of potential challenges.
- » Mitigate illness by providing help to anyone suffering from mental health issues by providing EAP services.

External Support

Metro Mining has engaged Gryphon Psychology to provide an Employee Assistance Program which includes counselling services.