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# MENTAL HEALTH AND WELLBEING POLICY

### Purpose

The purpose of this Policy is for Reynolds Training Academy to establish, promote and maintain the mental health and wellbeing of all Staff and Learners through workplace and training practices, and encourage Staff and Learners to take responsibility for their own mental health and wellbeing.

Reynolds Training Academybelieves that the mental health and wellbeing of our Staff and Learners is key to organisational success and sustainability.

### Aim

Reynolds Training Academy aims:

* To build and maintain an environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment)
* To increase Employee and Learner knowledge and awareness of mental health and wellbeing issues and behaviours
* To reduce stigma around depression and anxiety
* To facilitate Employees and Learners active participation in a range of initiatives that support mental health and wellbeing

### Scope

* This Policy applies to all Employees and Learners of Reynolds Training Academy, including Contractors and Casual Staff.

### Responsibility

All Employees and Learners are encouraged to:

* Understand this Policy and seek clarification from management where required
* Consider this Policy while completing work-related duties, training and at any time while representing Reynolds Training Academy
* Support fellow Staff and Learners in their awareness of this Policy
* Support and contribute to Reynolds Training Academy’s aim of providing a mentally healthy and supportive environment for all Staff and Learners

All Employees and Learners 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/Academy

Managers have a responsibility to:

* Ensure that all Staff and Learners are made aware of this Policy
* Actively support and contribute to the implementation of this Policy, including its aims
* Manage the implementation and review of this Policy

### Communication

Reynolds Training Academy will ensure that:

* All Employees and Learners receive a copy of this Policy during the Induction process
* This Policy is easily accessible by all members of the organisation
* Employees and Learners are informed when a particular activity aligns with this Policy
* Employees and Learners are empowered to actively contribute and provide feedback to this Policy
* Employees and Learners are notified of all changes to this Policy

### Monitoring and Review

Reynolds Training Academy will review this Policy annually, or as required.

Effectiveness of the Policy will be assessed through:

* Feedback from Staff, Learners, the Health and Wellbeing Committee, 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

RTA Mental Health and Wellbeing Policy – last reviewed 2-9-2024