

**Apprenticeships  
R US**



# MENTAL HEALTH AND WELLBEING POLICY

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## **PURPOSE**

The purpose of this policy is for Apprenticeships Are Us Ltd to protect, support and promote the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

Apprenticeships Are Us Ltd is committed to promoting positive mental health and wellbeing and believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

## **SCOPE**

This policy applies to all employees of Apprenticeships Are Us Ltd, including contractors, casual staff and volunteers (where applicable).

## **GOALS**

Apprenticeships Are Us Ltd aims:

- To build and promote 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 behaviour.
- To encourage staff to talk openly about mental health and reduce stigma around depression, anxiety and suicide.
- To support staff with a mental health condition regardless of cause.
- To actively identify, assess and minimise risks related to mental health and wellbeing.
- To promote positive mental health and wellbeing.
- To facilitate and encourage employees' access and active participation in a range of initiatives that support mental health and wellbeing.

## **RESPONSIBILITIES**

Both employers and employees have a role to play in building a safe and healthy environment and culture. All employees are encouraged to:

- review/read this policy and seek clarification from management where required.
- consider this policy while completing work-related duties and at any time while representing Apprenticeships Are Us Ltd.
- support colleagues in their awareness of this policy.
- support and contribute to Apprenticeships Are Us Ltd.'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

Apprenticeships Are Us Ltd will ensure that:

- all employees receive a copy of this policy during the induction/onboarding process.
- this policy is easily accessible by all members of the organisation.
- employees are informed when an 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

Apprenticeships Are Us Ltd will review this policy twelve months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from workers 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.

## AUTHORISATION

Michael Wentworth



**Chief Executive Officer**

Apprenticeships Are Us Limited

## DOCUMENT CONTROL

Version	Authorized by	Authorization Date	Sections	Amendment
1.1	M Wentworth	01/05/2023	All	N/A