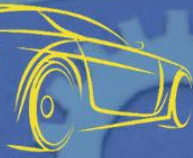
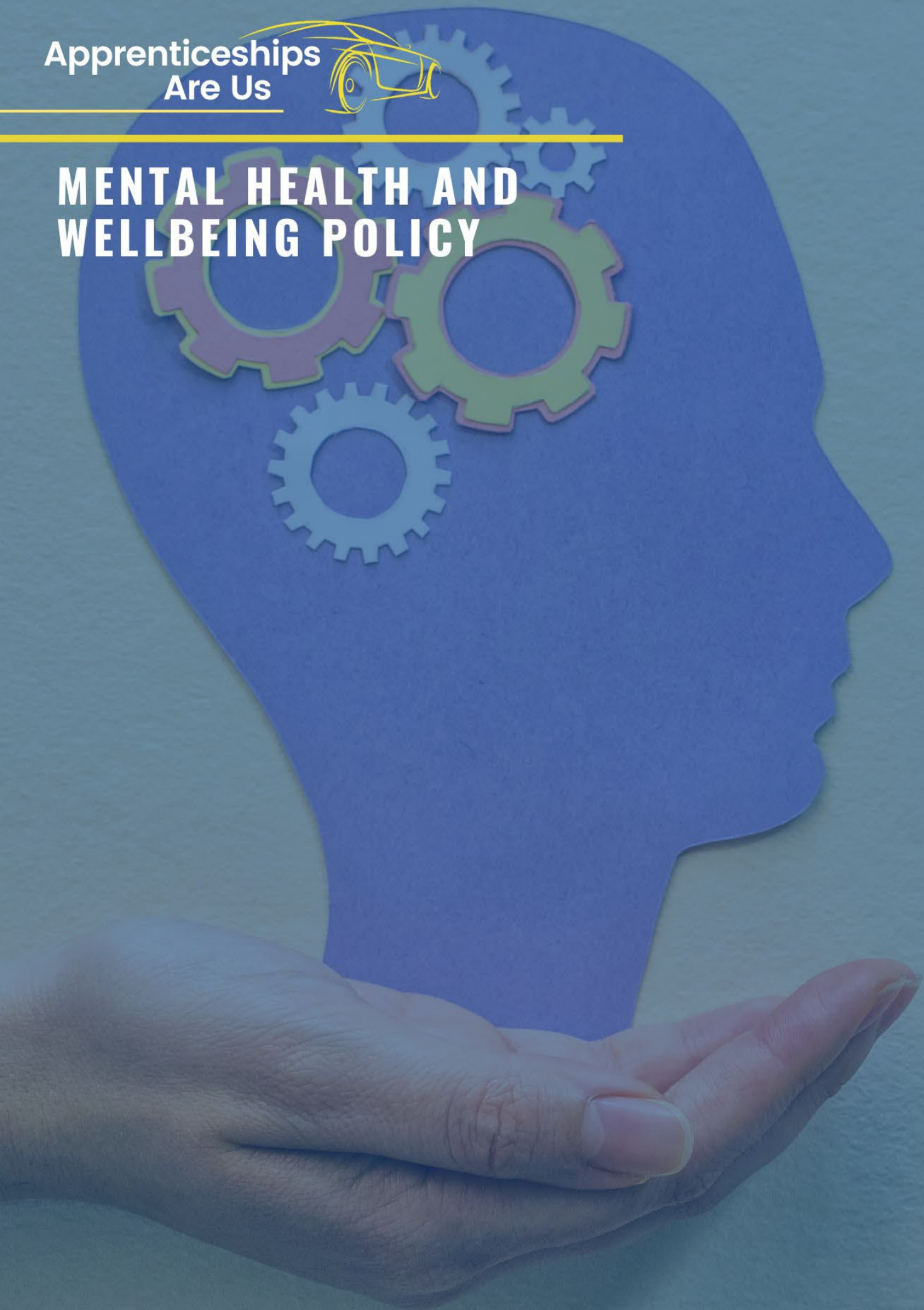


Apprenticeships
Are Us



MENTAL HEALTH AND WELLBEING POLICY



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.

This policy aligns with the Work Health and Safety Act 2024 and the Fair Work Act 2009 (as amended) to ensure that mental health and wellbeing are treated as integral components of workplace safety. Apprenticeships Are Us Ltd is committed to complying with all legal obligations related to mental health, including provisions for a psychologically safe workplace under the National Employment Standards.

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 encourage work-life balance initiatives, which are critical for maintaining mental health and wellbeing, in accordance with the *Fair Work Ombudsman Guidelines* on flexible work arrangements. Employees will be supported in negotiating work conditions that balance personal and professional commitments, especially during periods of mental health recovery.
- To actively identify, assess and minimise risks related to mental health and wellbeing.
- To ensure a psychologically safe workplace, in line with the *Workplace Psychological Safety Regulations 2024*, by fostering an environment where employees feel safe to express concerns, seek support, and engage in open communication without fear of discrimination or retaliation.
- To promote positive mental health and wellbeing.
- To ensure compliance with the latest guidelines, this policy follows the National Mental Health Standards for Workplaces 2023, which provide best practice strategies for managing workplace mental health risks, promoting awareness, and supporting employees with mental health conditions.
- 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.

All employee mental health records and information will be handled in compliance with the Australian Privacy Principles (APPs), ensuring that sensitive personal data is securely stored, shared only with authorised personnel, and used solely for the purpose of providing support and fulfilling legal obligations.

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.
- Regular mental health training sessions will be held for all staff, managers, and contractors, in line with the *Safe Work Australia Mental Health Guidelines 2023*. These sessions will cover mental health literacy, signs of stress or mental health conditions, and how to access internal or external support systems.

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.

Apprenticeships Are Us Ltd will monitor mental health incidents in the workplace using a mental health risk register, in accordance with the Work Health and Safety Regulations 2024. This data will be used to proactively identify trends, implement improvements, and review the effectiveness of mental health support systems.

In cases of mental health crises or emergencies, Apprenticeships Are Us Ltd will follow the *Mental Health Crisis Response Protocols 2024*, ensuring that immediate support is available to affected employees, including access to professional counselling services and necessary leave from work.

AUTHORISATION

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Managing Director

Apprenticeships Are Us Limited

DOCUMENT CONTROL

Version	Authorised by	Authorisation Date	Sections	Amendment
1.1	M. Wentworth	01/05/2023	All	N/A
1.2	M. Wentworth	11/10/2024	All	Cover page, minor information update