

## Mental Health & Wellbeing Policy

**Cutlass Group Limited (Cutlass)**, recognises that its employees are its greatest asset, and it is committed to providing the support and assistance necessary to enable them to undertake their duties in an environment that promotes positive mental health. To achieve a healthy workplace, it is important to place value on both physical and mental health of our employees.

**Cutlass** strongly believes that addressing, improving, and offering support around mental wellbeing can help strengthen the positive and protective factors of employment, reduce risk factors for mental ill health and improve general health.

**Cutlass** aim is to ensure employees' health and safety at work and that they are not subjected to excessive workload, difficult working practices, or a detrimental work environment. Employees who have elevated stress levels are more likely to have regular absences from work. Poor mental health is responsible for almost 13% of all sickness absence days in the UK. 12.5 million working days are lost each year in Britain due to stress in the workplace. As a result, a company's performance and productivity will then suffer.

**Cutlass** is committed to providing a support system to help minimise and alleviate stress in the workplace, as well as to offer support with any issues impacting the wellbeing of all its employees, regardless of length of service or rank.

Mental Health problems or concerns, including stress, anxiety, depression, trauma, bereavement, etc., will not be treated as a sign of weakness. If an employee feels that their ability to perform designated duties or their health, mental or physical, is suffering because of a stress-related matter, they should raise this with their line manager in the first instance. This applies whether issues are occurring within the work environment or outside.

Their line manager will then arrange a meeting with the employee to discuss the matter with a view to taking the appropriate steps to remove the cause of the concern, or to assist them to deal with it. This may include evaluating the amount and complexity of their workload, their work environment and/or referring the matter to a more senior manager who may be in a better position to provide guidance and to take the appropriate steps to assist. Alternatively, if their stress is, in their view, entirely work related, they may invoke **Cutlass's** grievance procedure, or they can make a complaint under any of **Cutlass's** company policies.

Employees are also free to seek help themselves from their own GP or mental health services. However, if **Cutlass** is unaware that an employee has a particular problem or vulnerability and that their mental health and wellbeing are affected, **Cutlass** may not be able to offer help and support.

Signed:



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Name: Humayun Shahzad Group Chairman

Date: 14.01.2025