



Mentally Healthy Workplace Policy

Purpose

The purpose of this policy is for KP Group to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

KP Group believes that the mental health and wellbeing of our staff is key to organizational success and sustainability.

Goals

To build and maintain 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 behaviors, by providing information and training

To reduce stigma around depression and anxiety in the workplace

Scope

This policy applies to all workers of KP Group.

Responsibility

All employees are encouraged to:

- understand this policy and seek clarification from management where required
- consider this policy while completing work-related duties and at any time while representing KP Group
- support fellow workers in their awareness of this policy
- support and contribute to KP Group'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
- provide relevant tools and training where required



Communication

KP Group will ensure that:

- all employees receive a copy of this policy during their policy induction
- this policy is easily accessible by all members of the organization
- employees are empowered to actively contribute and provide feedback to this policy
- employees are notified of all changes to this policy

Support Resources

Internal Support:

- Your supervisor and / or General Manager

External Support:

- Mental Health Foundation: www.mentalhealth.org.nz
- Emergency: 111

Monitoring and review

KP Group will review this policy 12 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 to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation

KP Group Director: Sam Pemberton

A handwritten signature in black ink, consisting of the letters 'S' and 'P' in a stylized, cursive font.

Date: 13/06/25

Review Date: 13/06/26