

# Employee Support Policy

## Our commitment

AMH Civil recognises the importance of providing support for staff and workforce members experiencing personal or work related issues in maintaining a safe and healthy working environment. Support is to be provided by senior management through confidential direction to professional services for staff members and their immediate family members.

## Objectives

The objectives and priorities of the Policy are to:

- Ensure staff and workforce have an avenue to deal with personal issues early and directly
- Ensure managers have a clear pathway for confidentially directing personal issues raised by team members at work

AMH Civil commits to:

- Provide a supportive environment for employees to raise and discuss personal issues with senior management
- Develop and implement a Mental Health Management Plan to provide guidance and direction on obligations, pathways, and strategies for employees and leaders working at AMH Civil who require support or are asked to provide support
- Respond to employees personal issues through appropriate direction to government facilitated or government endorsed support services where applicable
- Not put employees in a compromising situation at work or indenture workers outside of their employment agreement or through their employment agreement
- Not create or foster further financial or personal hardship at work
- Maintain clear boundaries between work and personal issues by maintaining employee confidentiality and encouraging early reporting of issues to supervisors or senior management
- Protect senior management by only endorsing direction of employees to external professional services or networks, not direct issue resolution and personal engagement

## Policy Reviews

We may from time to time review and revise our policies through management reviews or otherwise at the discretion of the Directors.

A handwritten signature in black ink, appearing to read 'JM', located below the 'Policy Reviews' section.

Joseph Mansell

General Manager / Director

AMH Civil