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		PAGE	REVISION DATE
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WORKPLACE MENTAL HEALTH & WELLBEING POLICY

Approved by: Alan Hartsliet, CFO and Paula Breeze, Chief Human Resources Officer

28 June 2023

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1. Purpose

The Workplace Mental Health & Wellbeing Policy (the “Policy”) has been developed to represent CEDA’s commitment to protecting the health and wellbeing of our employees. We acknowledge that by identifying, preventing and addressing mental health concerns of our employees it positively affects productivity, job satisfaction and overall health, safety and wellbeing of employees.

The implementation of this policy will also be supported by other policies, including but not limited to, Health and Safety, Workplace Leave, Alcohol and Drug, and Harassment and Violence.

2. Scope

This policy is applicable to all CEDA employees and/or contractors.

3. Accountabilities

3.1 Leaders

- Ensure good communication.
- Educate and explain the contents of this Policy to employees and/or contractors.
- Ensure employees are fully trained to do their jobs and are provided the resources, tools and development opportunities as needed and available. Identify issues proactively.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Monitor workloads, overtime requirements and vacation time.
- Provide a work environment that promotes and supports mental wellbeing for all employees.
- Act immediately when any concern for safety and wellbeing has been expressed.
- Ensuring confidential information with respect to this Policy is communicated in consultation with CEDA’s Human Resources department.
- Supporting employees and encouraging them to utilize the assistance available under the Employee and Family Assistance Program (EFAP).
- Treat all employees with dignity and respect and confidentiality.
- Be familiar with, understand and comply with this Policy.
- Lead by example.

3.2 HSE Representatives

- Actively ensure all applicable CEDA, client and legislative codes, regulations and practices/procedures are followed.
- Being familiar with, understand and comply with this Policy.

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- Provide HSE support and guidance to operational groups at all times.
- Lead by example.

3.3 Human Resources

- Promote all applicable client and legislative codes, regulations and practices/procedures are followed.
- Refer individuals to counsellors or health practitioners as required.
- Provide implementation, direction and ongoing support to operational groups in relation to this Policy.
- Lead by example.

3.4 Employees and/or Contractors

- Understand and be familiar with this Policy.
- Bring issues of concern to managers, Human Resources or Health & Safety's attention as soon as they are identified.
- Access EFAP benefits as needed, or as required in the case of a formal referral for assessment.
- Be aware of and follow all workplace policies around harassment and bullying.
- Act respectfully and professionally towards other employees and/or contractors and individuals while at work and while participating in any work-related activities.
- Adhere to all applicable CEDA, client and legislative codes, regulations and practices/procedures.
- Lead by example.

4. Definitions and Acronyms

CEDA means CEDA Limited Partnerships and its subsidiaries and entities.

EMPLOYEE AND/OR CONTRACTOR means any person employed by CEDA on a permanent full or part-time basis as well as independent contractors of CEDA and subcontractors providing services to CEDA or on behalf of CEDA.

HUMAN RESOURCES REPRESENTATIVE means a Business Partner, Manager, Director or Vice President (VP) of Human Resources.

LEADER means any person who has direct accountability for an employees and/or contractors or group of employees and/or contractors and may include but is not limited to service line manager, supervisor, site supervisor, foreman, etc.

WORKPLACE means any location where CEDA conducts business; or any facility/location used to support CEDA sponsored events and/or work or social gatherings.

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5. Policy

All employees and/or contractors and clients are entitled to enjoy a workplace environment that supports and promotes the mental health and wellbeing.

Mental health issues in the workplace are any conditions that affect the employee's state of mind while at work. These conditions may include mild depression to severe anxiety, and may result in breakdowns or physical symptoms if not addressed. Mental health issues may affect employees in a variety of ways in the workplace such as absenteeism, poor performance or conduct, workplace accidents, workplace harassment and violence, substance abuse and turnover.

Employees may experience mental health issues for various reasons that are outside the employer's control, however examples of work-related conditions that could contribute to issues are job security, excessive pressure or workload, work-life balance, hostile or toxic environment, and unproductive relationships with colleagues or managers.

CEDA will protect the health, safety and wellbeing of employees by recognizing and addressing workplace situations that contribute to mental health concerns by:

- Treating mental illness seriously.
- Creating and maintaining a healthy work environment.
- Supporting all employees and/or contractors who disclose mental health problems.
- Maintaining a voluntary Employee and Family Assistance Plan (EFAP) to provide 24/7 counseling.
- Identifying issues proactively and working with employees to resolve them as quickly as possible.
- Investigating the contribution of working conditions and other organizational factors on mental health and remedy where possible.

6. Supporting Documents

6.1

Document Name	Document Identification	Revision
Employee & Family Assistance Program (EFAP)		

7. Interpretation and Updating

A Human Resources Representative is accountable for responding to any requests for clarification and for regular review and updating of this procedure.

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8. Revision Record

Revision Date	Section Affected	Changes Made
January 25, 2022	All	New
June 28, 2023		None, reviewed and reapproved

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