

Mental Health Policy

Written By: Peter Verhagen
Approved By: Darcy Myring
Endorsed By: Kristyn Adamopoulos
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Our Mental Health policy outlines our provisions to prevent and address mental health issues among our members.

Mental health is just as important as physical health. Mental illness may be detrimental to a person, as it impacts happiness, productivity and collaboration. Mental health issues may affect companies, in the form of:

- Absenteeism
- Substance abuse
- Accidents
- Workplace violence or harassment

With this policy, we aim to support our members and create a healthy and happy environment. We want everyone to feel appreciated and be treated fairly.

Scope

This policy applies to all our members and associates. *Equity & Access* is primarily responsible for communicating this policy and overseeing its implementation.

Policy Elements

What are mental health issues?

Mental health issues in the workplace are any conditions that affect members' state of mind. These conditions may include depression, stress and anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues.

Mental health problems manifest in different ways. Some people may suffer with no physical side effects, while others may experience physical symptoms (e.g. increased blood pressure, lethargy, changes in eating habits.)

Factors that cause mental health issues

Members may experience mental health issues for various reasons that our company cannot control (e.g. hereditary, family conflicts, general health). However, there are also work-related reasons for mental health problems, including, but not limited to:

- Excessive pressure.
- Work/study-life imbalance.
- Lack of appreciation.
- Hostile conditions.
- Workload/overcommitment.
- Unpleasant relationships with cast, crew, or production team members.

This document was developed utilising and adapting content from:

<https://resources.workable.com/mental-health-policy-template>

To every extent possible, our company's leaders aim to recognize and address cases of workplace pressures that contribute to mental health issues.

Company actions

We aim to:

- Meet the identification of mental health concerns with openness and seriousness.
- Identify issues proactively and resolve them.
- Support members who face mental health problems.
- Create pleasant environments in collaboration with cast, crew and production team members.
- To provide a detailed disclaimer to cast and audience in the event of showing sensitive content through our medium.

Internal policies

As a way to prevent member distress, we will set up policies for:

- Discrimination and harassment
- Anti-discrimination
- Workplace violence
- Open communication (the open-door policy)

This list isn't exhaustive. All of these policies aim to preserve a harmonious workplace where members can enjoy their involvement with Lightbox and balance it with their personal lives. All committee members must ensure the company adheres to these policies.

Committee members' responsibilities

Committee members should also proactively identify mental health issues among their members. If they perceive that a member is in a state of emotional or psychological distress, they should reach out to them.

Here are some tips on how committee/production members can address an individual who suffers from mental health issues in common situations:

- If an individual has production-related problems, committee and/or production team members should endeavour to find a solution.
- If an individual's problems are personal or the individual refuses to discuss them, committee and/or production team members should encourage them to contact a mental health professional.

Open communication and support

The Vice President in their capacity as Equity Officer is responsible for working with the producers and committee to send out surveys to gather information about the organization and process of different events, including space to gather information regarding mental health. Surveys must be able to be anonymous.

Often, it's easier to reach out to a fellow member instead of a committee and/or production team member. We encourage all members to support one another when needed.

Evaluating outcomes

This policy's provisions are not restrictive. We will test its elements to find out what works and what doesn't. The Vice President should continuously research mental health topics and evaluate the results of our policy with committee's help.



0449 511 298
hello@lightboxau.com
PO Box 769, Croydon 3136
www.lightboxau.com
ABN: 21 790 141 733

To develop, revise and establish this policy, we need everyone's help. We can all work to define mental health issues, their causes and seek or offer help when needed. We encourage members to share their ideas and concerns.

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