

MENTAL HEALTH AND WELLBEING POLICY

AMF Mech Ltd, trading as AMF MEP · supporting a small, remote team

AMF is a small team working remotely on demanding projects. That suits most people most of the time, and it can also be isolating when work is heavy or life is difficult. This policy says what we do about it, and what to do if you are struggling.

1. What we commit to

- Treat mental health as seriously as physical health, and treat what you tell us in confidence.
- Keep workload and deadlines under review, and talk about them in our regular team and one-to-one calls rather than waiting for a crisis.
- Set no expectation that you read or reply to messages outside your normal working hours.
- Encourage everyone to take their full annual leave, and to take proper breaks during the day.
- Make reasonable adjustments for anyone whose mental health amounts to a disability, and consider adjustments for anyone who needs them whether or not it does.
- Treat mental ill-health as a health matter, never a disciplinary one.

2. If you are struggling

Tell your line manager, the Head of Operations or the Director, whoever you find easiest. You do not need a diagnosis and you do not have to explain more than you want to. We will talk about what would help: workload, hours, deadlines, time off, a change in how the work is organised, or simply more contact. With your consent we may seek independent medical or occupational-health advice to help us support you properly.

3. Where else to get help

Your GP is the first port of call for medical help. NHS 111 offers urgent non-emergency advice in Great Britain, and the GP out-of-hours service does the same in Northern Ireland. Samaritans are available free at any hour on 116 123. Mind (mind.org.uk) and, in Northern Ireland, Inspire (inspirewellbeing.org) publish practical guidance. If someone's life is at risk, call 999.

4. Managers

If you manage people, stay in regular contact, notice changes in how someone is working or communicating, ask directly and without drama, and listen. You are not expected to diagnose or to counsel. You are expected to notice, to ask, and to bring in support. Raise anything you are unsure about with the Head of Operations.

SIGNED BY



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John Fleming
Head of Operations
for and on behalf of AMF Mech Ltd, trading as AMF MEP

Signed: 20 August 2026 Review due: August 2027

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