Managing Psychosocial Risk Policy

Workforce International Group (including any subsidiary companies, herby **Workforce**), is committed to managing the risk of psychosocial hazards at work. We aim to promote workplace practices that support our workers' mental health, as well as to proactively encourage them to monitor and take responsibility for their own psychological wellbeing.

This policy applies to all employees of Workforce, including contractors and casual workers.

Workforce believes that the mental health and wellbeing of our workers is key to organisational success and sustainability.

Workforce aims to achieve this by:

- Assessing and controlling, as is reasonably practicable, known psychosocial hazards and any hazards that may arise.
- Building and maintaining a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- Raising employee awareness of mental health and wellbeing issues and behaviours.
- Reducing stigma around depression and anxiety in the workplace.
- Facilitating active participation by employees in a range of initiatives that support mental health and wellbeing.
- Engaging the services of an Employee Assistance Program, accessible upon referral, to employees needing help with mental health.

All employees are required to advocate and adhere to the following principles at all times while at work:

- Understand this policy and seek clarification from management where required.
- Consider this policy while completing work-related duties and at any time while representing Workforce.
- Support fellow workers in their awareness of this policy.
- Aid and contribute to Workforce'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 all workers within their areas of responsibility are made aware of this policy.
- Actively support and contribute to the implementation of this policy and its goals.
- Manage the implementation and review of this policy.

Workforce will ensure that:

- All employees receive a copy of this policy on commencement of employment.
- This policy is easily accessible by all members of the organisation.
- Employees are empowered to actively contribute and provide feedback to this policy.
- Employees are notified of all changes to this policy.

The efficacy of this policy will be assessed through feedback from workers and periodic review by management to determine if the objectives have been met and to ensure it remains relevant for our workplace and complies with any changes in legislation.

Ray Roberts

Chief Executive Officer – January 2024