



**MMA**  
**OFFSHORE**  
A **Cyan** Group Company

## Group Mental Health and Wellbeing Policy

### 1. Commitment by MMA

At MMA Offshore Pty Ltd (**“MMA” or “Company”**), we believe that the mental health and wellbeing of all of our staff is very important in its own right, as well as being key to the organisational success and sustainability of the Company.

This policy reinforces MMA’s commitment to provide a safe and confidential environment where mental health issues are raised without fear of judgement, reprisal or detrimental treatment.

This policy, in conjunction with the Company’s other related policies (detailed under section 6 below), formalises the Company’s commitment to its employee’s overall mental health and wellbeing.

### 2. Purpose of this Policy

The purpose of this policy is for MMA to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, whilst also encouraging staff to take responsibility for the mental health and wellbeing of both themselves and others.

The purpose and objectives of this policy are to:

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment);
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours;
- To reduce any stigma around mental health in the workplace; and
- To facilitate employees active participation in a range of initiatives that support mental health and wellbeing.

### 3. Application of this Policy

#### *Company’s Responsibility*

To achieve the purpose and objectives of this policy, the Company will:

Actively support and contribute to the implementation of this policy, including its objectives:

- Engage a suitably qualified and experience Employee Assistance Program (EAP) provider to provide both pro-active mental health and wellbeing tools and strategies, and 24/7 counselling services to employees and their immediate families;
- Encourage employees to report any mental health and wellbeing issues directly to either their line manager, the EAP provider or their medical GP (depending on who they feel most comfortable discussing these issues with);





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- Ensure the work environment is free of discrimination, both by this policy and other supporting policies; Undertake specific campaigns aimed at promoting positive mental health and wellbeing practices for all staff;
- Treat mental health leave the same as sick leave, so that staff can take time to address mental health and wellbeing issues in the same manner as physical illness; and
- Provide workplace flexibility (where required) to assist staff in dealing with mental health and wellbeing issues (be it in relation to themselves or a member of their family). This may include working from home, flexible hours to attend medical appointments and provision of sick leave etc.

### *Employee's Responsibility*

To achieve the purpose and objectives of this policy, each employee of the Company will have a responsibility to:

- Understand this policy and seek clarification from management where required;
- Take reasonable care of their own mental health and wellbeing (including discussing any mental health and wellbeing issues with either their line manager, the EAP provider or their medical GP);
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace;
- Support and contribute to MMA's aim of providing a mentally healthy and supportive environment for all employees.

## **4. Communication**

MMA will ensure that:

- All new employees receive a copy of this policy during their induction process;
- This policy is easily accessible by all employees;
- Employees are empowered to actively contribute and provide feedback to this policy;
- Employees are notified of all changes to this policy.





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### 5. Review

This Policy will be review at least on a biennial basis or as often as required. The effectiveness of the policy will be assessed through:

- Feedback from employees, the Mental Health Advocates and Management (if applicable); and
- A review of this policy by Management and the Board to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

### 6. Supporting Information

This Policy is designed to complement other existing Company policies and procedures. It is to be read in conjunction with the following Company policies and procedures:

- Work Health and Safety Policy;
- Fitness for Work Policy;
- Group Whistleblower Policy; Diversity and Inclusion Policy; and
- Our Purpose Statement.

**Lee Keng Lin**  
Chief Executive Officer  
23 December 2024

