

Task/Process: Mental Health and Wellbeing Policy	Department: All Theatres and Head Office
Prepared/Revised by: Michael Katamba/Mark Lavaway/Jessica Lagoda	Approved by: Mark Lavaway / David Mucci
Date issued: July 21, 2016	Last reviewed: January 28 <sup>th</sup> , 2025

## **Ed Mirvish Enterprises Limited – Mental Health and Wellbeing Policy**

### **Purpose:**

The purpose of this policy is for Ed Mirvish Enterprises Ltd. (EMEL) to establish, promote and maintain the mental health of all staff through workplace practices and encourage staff to keep responsibility for their own mental health. EMEL recognizes that a healthy, safe and supportive work environment can positively affect the mental wellbeing of workers. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improving mental wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general mental health. It can also help promote the employment of people who have experienced challenges with mental health and support them once they are at work.

### **Scope:**

The EMEL Mental Health and Mental Wellbeing Policy applies to all areas at:

- The Princess of Wales Theatre – 300 King St. W.
- The Royal Alexandra Theatre – 260 King St. W.
- The CAA Ed Mirvish Theatre – 244 Victoria St.
- The CAA Theatre – 651 Yonge St.
- Mirvish Productions Head Office – 322 King St. W. / Remote Work Locations

### **Definitions:**

According to the World Health Organization (WHO), mental health is defined as “a state of mental well-being that enables people to cope with the stresses of life, realize their abilities, learn well and work well, and contribute to their community”.

**NOTE:** *Poor mental health is associated with rapid social change, stressful work conditions, gender discrimination, social exclusions, unhealthy lifestyle, risks of violence, physical ill-health and human rights violation.*

### **Goals:**

Our goal at EMEL is to build and maintain a workplace environment and culture that supports mental health and mental wellbeing. We also aim to increase employee knowledge and awareness of mental health and mental wellbeing issues and behaviours. EMEL strives to reduce stigma around depression

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and anxiety in the workplace while also facilitating employees' active participation in a range of initiatives that support mental health and mental wellbeing.

### **Responsibilities:**

If you have concerns that an EMEL member is experiencing mental health difficulties, you should feel comfortable approaching your manager about your concern.

All EMEL employees are encouraged to:

- Understand this policy and seek clarification from management or the Human Resources Department,
- Support fellow workers in their awareness of this policy,
- Support and contribute to EMEL's aim to providing a mentally healthy and supportive environment for all workers,
- Take reasonable care of their own mental health and mental wellbeing, including physical health,
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace,
- Be aware of company policies around bullying and harassment.

### **Managers/Supervisors Responsibilities:**

- **Managers are to be open to speaking to employees about overall mental health,**
- Managers are to provide flexible work schedules where possible,
- All managers and supervisors are expected to ensure that all workers are made aware of this policy,
- All managers and supervisors are expected to actively support and contribute to the implementation of this policy, including its goals,
- Managers are expected to monitor the implementation of this policy.

### **Senior Management Responsibilities:**

- Support and encourage the implementation of the EMEL practices and policies,
- Provide adequate resources to continuously improve and sustain a healthy workplace environment,
- Take into consideration work-life balance and staff competency of employees when distributing workload.
- Management and The Director of Labour Relations are expected to support staff experiencing stress in their personal lives.

### **Communication:**

EMEL management will ensure that all employees:

- can easily access this policy,
  - Are empowered to actively contribute and provide feedback to this policy,
  - Are notified of significant changes to this policy,
  - Are provided with opportunities to look after their mental health,
  - Are provided with information and rising awareness about mental health and wellbeing.
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### Confidentiality:

All dealings with individuals will be carried out with the utmost confidentiality, as it is especially important to those who are experiencing mental difficulties. EMEL has an obligation to respect individuals' privacy and the need for sensitivity. However, there may be circumstances in which it is necessary to breach confidence if the individual is thought to be a risk to themselves or others. The individual will be informed that confidentiality is not guaranteed however, if there's difficulty with deciding the appropriate action to take, **the safety of the individual and/or the safety of other members of staff will take priority over confidentiality.**

### Reasonable Accommodation:

Examples of reasonable accommodation may include:

- Considering temporary or permanent alternative employment,
- Shorter work week for a specific period of time,
- A phased return – starting back on shorter hours, shorter week and gradually building up to full times hours.

**NOTE: For more information, refer to EMEL's Return to Work Accommodation Policy**

EMEL is committed to creating an environment where staff feel supported to disclose any disability. Monitoring disclosure will be an effective way of demonstrating our ability to create and maintain this environment. We aim to ensure that all staff are supported to respond to disclosures of mental health issues.

### Sources:

[www.who.int/mental\\_health/en/](http://www.who.int/mental_health/en/)

### Evaluation:

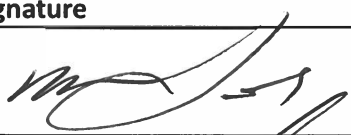
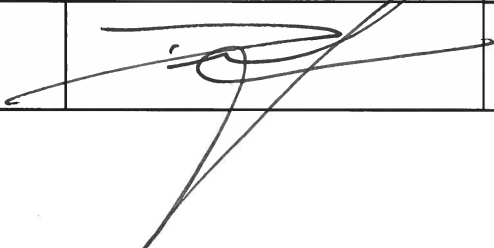
Management will evaluate EMEL Mental Health and Mental Wellbeing Policy annually and monitor and ensure the ongoing compliance of staff.

### Revisions:

Revisions Made	Revisions Made By	Date
Grammatical revisions	Mark Lavaway	June 23, 2017
Changed Panasonic to CAA Theatre	Mark Lavaway	June 18, 2018
Removed office address and retyped into a word file	Hannah Clark Gomez/ Emily Knight	October 3, 2019
Adding "CAA" to the "CAA Ed Mirvish Theatre" and updating the address	Mark Lavaway, Jessica Lagoda & Ashley Heng	November 29, 2023

<p>Renaming our Head Office, adding our address and including the option for remote working</p> <p>Updated definition of mental health from the WHO</p> <p>Updated phrasing and language to better reflect and promote mental health conversation</p> <p>Changing point of contact to speak to your manager or the HR Department for concerns</p> <p>Change language to gender neutral pronouns</p> <p>Updated to reflect our current new RTW Policies</p>		
<p>Changed 'all changes' to 'significant' changes</p> <p>Basic spelling and grammar edits</p>	<p>Mark Lavaway, Jessica Lagoda, Katelyn Doyle</p>	<p>January 24<sup>th</sup>, 2025</p>

**Approvals:**

Name and Title	Signature	Date
<p>Mark Lavaway Director of Labour Relations &amp; Business Development</p>		<p>2-5-2025</p>
<p>David Mucci Managing Director</p>		<p>2-5-2025</p>