



Choice Janitorial LLC

Mental Health and Employee Well-Being Policy

Purpose

Choice Janitorial LLC is committed to promoting a healthy, supportive, and respectful work environment that recognizes the importance of mental health and employee well-being.

Scope

This policy applies to all employees, supervisors, managers, contractors, and personnel working on behalf of Choice Janitorial LLC.

Policy Statement

Choice Janitorial LLC believes that mental health is as important as physical health. We are committed to treating all employees with dignity and respect, reducing stigma, supporting employees experiencing mental health concerns, encouraging open communication, and maintaining confidentiality.

Employee Responsibilities

- Care for personal mental well-being.
- Communicate concerns affecting job performance or safety.
- Treat coworkers respectfully.
- Report harassment, discrimination, bullying, or other harmful conduct.

Management Responsibilities

- Foster a supportive workplace culture.
- Address concerns promptly and professionally.
- Maintain confidentiality.
- Provide reasonable accommodations when appropriate.
- Encourage employees to seek professional support when needed.

Workplace Stress Management

Choice Janitorial LLC will strive to reduce workplace stress through clear expectations, fair scheduling, regular breaks, healthy communication, and prompt attention to workload concerns.

Mental Health Accommodations

Employees may request reasonable accommodations, including temporary schedule adjustments, modified assignments when feasible, additional support, or leave consistent with company policies and applicable laws.

Confidentiality

Mental health information will be handled confidentially and shared only when necessary for business operations, legal compliance, or with employee consent.

Anti-Discrimination and Anti-Retaliation

Choice Janitorial LLC prohibits discrimination, harassment, or retaliation based on a mental health condition or for seeking assistance related to mental health concerns.

Crisis Situations

If an employee appears to be in immediate danger of harming themselves or others, emergency services should be contacted immediately and management notified.

Training and Awareness

The company may provide education, training, and resources to support employee well-being and mental health awareness.

Employee Acknowledgment

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____