

MENTAL WELLBEING POLICY GUIDELINES

A Mental Wellbeing Policy for:
[INSERT WORKPLACE NAME HERE]
 Effective from: DD/MM/YYYY
 Next review date: DD/MM/YYYY

NOTES	
<p>Include: How mental health affects health and work-life balance.</p> <p>How support at work can demonstrate that the workforce is valued and work-life balance is respected.</p>	<p>Outline the need for a Mental Wellbeing Policy in the workplace.</p> <p>Outline how your organisation can create an environment which supports and encourages mental wellbeing.</p>
<p>What do you want to achieve?</p>	<p>Aims of the policy</p> <p>“To create a workplace environment that...”</p> <p>“To ensure that all employees...”</p>
<p>Policy objectives should follow the SMART principles; Specific, Measurable, Achievable, Realistic and Time Specific.</p> <p>Each objective should be followed by ‘policy actions’ which detail what the organisation will do in order to meet the objective e.g. any training which will be provided.</p>	<p>Objectives of the policy</p> <p>“E.G. To provide support for employees experiencing mental health difficulties.”</p> <p><i>Policy actions:</i></p> <ul style="list-style-type: none"> - <i>Provide information on where employees can go to access information, advice and support.</i> - <i>Ensure all employees are aware of the support available through the Employee Assistance Programme (EAP).</i> - <i>In case on long-term sickness, develop with the employee an agreed gradual/phased return to work.</i>

	<p>“To encourage the employment of people who have experienced mental health problems...” <i>Policy actions:</i></p> <p>“To develop...” <i>Policy actions:</i></p> <p>Things to consider: Provide information to employees about reducing the stigma, the use of mental health campaigns such as Time to Change and Mindful Employer, provide Mental Health Awareness training, use the Health and Safety Executive Management standards for stress, use of risk assessments and action plans.</p>
<p>Does this policy apply to all staff, contractors, volunteers etc.</p>	<p>Scope</p> <p>“This policy applies to...”</p>
<p>Any specific elements of mental wellbeing may be embedded in to the policy.</p> <p>Consider the use of risk assessments for certain mental wellbeing topics.</p>	<p>Work-Related Stress</p> <p>“To recognise that Workplace Stress is a Health and Safety issue.”</p> <p>“We recognise that if pressure and demands become too much they can lead to work related stress.”</p> <p>“We will identify workplace stressors and provide training so management can conduct risk assessments to eliminate stress or control the risks from stress.”</p>
<p>Explain how this policy will be communicated throughout the organisation.</p> <p>Refer to organisations Communication Policy if applicable.</p> <p>How will updates to the policy be communicated.</p>	<p>Communication</p> <p>“All employees will be made aware of the Mental Wellbeing Policy.”</p> <p>“This will be discussed as part of the employee induction process and form part of the employee handbook.”</p> <p>“This policy will be reviewed regularly and any updates will be communicated via line management/team meetings/email...”</p>

<p>Regular review and monitoring is essential for the effectiveness of any policy.</p> <p>Will staff be able to provide suggestions to be added?</p> <p>Feedback from those who have been involved in any aspect the policy can be useful, as well as staff surveys and exit interviews.</p>	<p>Review and Monitoring</p> <p>“This policy will be reviewed annually by...”</p> <p>“Staff may provide feedback to their line manager or Workplace Health Champion regarding this policy and any suggestions will be considered.”</p> <p>“The Workplace Health Champion will maintain a mental wellbeing action plan...”</p>
	<p>Date:</p> <p>Signature:</p>

GUIDANCE ONLY