

Mental

Health Policy

(Recommendation from Theme 1)



Template for Mental Health Policy (Recommendation from Theme 1)

WORKPLACE MENTAL HEALTH POLICY

Purpose of this policy:

To inform everyone of how mental health is taken seriously within this workplace; support that can be offered, and the process that an employee would go through if they disclosed needing support.

Expectations:

We would hope that an employee would feel comfortable approaching management if they need support that will help them make the most of their time working here.

If support is offered following this, we would hope that it is engaged with.

We would hope that all employees are respectful of each other and any difficulties that colleagues may experience. Confidentiality should be respected, and we will not tolerate stigma, bullying or offensive behaviours.

Management should also adhere to what is expected of them; this policy should be shared with every employee to ensure they are familiar with what is available.

Management can be expected to offer reasonable practical support to employees, and put reasonable adjustments in place where needed.

Difficulties shared with management will be kept confidential and treated with respect, unless there is an imminent risk to an employee or other.

Process of disclosing a mental health problem to your employer

- Initial conversation. This may be initiated in person, over the phone, or by email. Management will arrange a face-to-face meeting to take place within 1 week of employee sharing difficulty.
- Face-to-face meeting will take place. In this time, management may look at reasonable adjustments that will be needed. This may include flexible working hours, altered responsibilities etc. This meeting could also be used to work on a workplace support plan to ensure you are being supported in the best way possible.
- You may be referred on to Occupational Health
- Going forward, management should prioritise regular supervision and/or check-in time with you, IF this is something you want.
- Information will only be shared if management have an imminent concern about you or someone else; otherwise anything you share will be kept confidential.
- Management aim to ensure you have sufficient support in the workplace but may also encourage you to access further support outside of work.

IMPORTANT TO NOTE

Should you disclose a mental health problem to your employer, or access support around this whilst working here, this will not impact how you are viewed by management or colleagues. There is no tolerance here for stigma.

It will also not impact your ability to progress, be promoted, or get a good reference when moving on from here.

Discrimination will not occur here.
