

Positive Mental Health at Work Policy

bOunceT Innovative Occupational Therapy CIC

Purpose: To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.

Policy Brief

Our Mental Health Policy outlines our provisions to prevent and address mental health issues among our employees.

Mental health is just as important as physical health. Mental illness may be detrimental to a person, as it impact happiness, productivity and collaboration.

Mental health issues may affect companies, in the form of:

Turnover; absenteeism; poor employee performance; employee substance abuse; Work-related accidents; workplace violence; or harassment.

With this policy, we aim to support our employees and create a healthy and happy workplace. We want everyone to feel appreciated and be treated fairly.

Mental health awareness

We want to raise mental health awareness and combat the stigmas associated with them. To do this, we will:

Host information sessions. We will schedule [quarterly] workshops for managers and employees explaining important elements of mental health. Keep employees informed. We will organize an event to present updates to this policy whenever it's modified. HR will also present this policy to new hires. Compile helpful resources. We will establish a repository of articles, videos and info graphics about mental health.

These resources will exist in a shared folder, on our website or as part of an HRIS.

Scope

This policy applies to all our employees, volunteers and sub-contractors.

The Leadership Team are primarily responsible for communicating this policy and overseeing its implementation.

Our policy starts by seeking input from all stakeholders. We will consult employees, senior management and mental health professionals to develop and revise our policy.

Policy elements

What are mental health issues?

Mental health issues in the workplace are any conditions that affect employees' state of mind. These conditions may include mild depression, stress and severe anxiety, burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues.

Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g. increased blood pressure, lethargy, changes in eating habits.)

Factors that cause mental health issues

Employees may experience mental health issues for various reasons that an employer cannot control (e.g. hereditary, family conflicts, general health.) But, there are also work-related reasons for mental health problems, including:

Job insecurity. Excessive pressure. Work-life imbalance. Lack of appreciation. Hostile workplace conditions. Unsatisfactory job or workload. Unpleasant relationships with colleagues or managers.

To every extent possible, our company's leaders aim to recognize and address cases of workplace pressures that contribute to mental health issues.

Internal Policies

As a way to prevent employee distress, we will set up policies for:

Anti-retaliation.

Anti-discrimination.

Workplace violence.

Open communication.

Work from home/ Flexible hours.

Further comments

Our Occupational Therapist (Francesca), member of the Leadership Team, has attended the accredited Scottish Mental Health First Aid & all staff/volunteers are encouraged to complete an online Mental Health Awareness course.

Further information and support can be sourced through contacting Francesca at:

francesca@bouncet.com

Policy Actions:

Reduce discrimination and stigma by increasing awareness and understanding of mental health.

Complete an employee survey to identify mental health needs.

Give employees information on and increase their awareness of mental wellbeing.

Include information about the mental health policy in the staff induction programme.

Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.

Promote the Five Ways to Wellbeing concept

Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.

Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.

Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.

Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.

Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.

Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.

Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.

Promote and support opportunities to enhance professional development, identified through the appraisal.

Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

Workplace Mental Wellbeing Policy

The need for a workplace mental wellbeing policy Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity.

Many factors in the workplace influence the mental wellbeing of individual employees, particular departments or organisations as a whole. Understanding and addressing the factors which affect people's mental wellbeing at work have a wide range of benefits, both for individuals and the organisation. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved 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 health. It can also help promote the employment of people who have experienced mental health problems, and support them once they are at work.

This workplace mental wellbeing policy covers the following aspects of mental health and Wellbeing. Promotion of mental wellbeing Promoting the mental wellbeing of all staff through:

- providing information and raising awareness about mental wellbeing
- providing opportunities for employees to look after their mental wellbeing
- promoting policies and practices that promote wellbeing.

Management skills Developing skills for managers and supervisors to:

- promote the mental wellbeing of employees
- deal with issues around mental health and stress effectively.

Support Providing support to employees through:

- providing a work environment that promotes and supports mental wellbeing for all employees
- offering assistance, advice and support to people who experience a mental health problem while in employment
- support for staff returning to work after a period of absence due to mental health problems.

Employment helping people get back to work after a period of absence due to mental illness through:

- recruitment practices
- making reasonable adjustments

- retaining staff who develop a mental health problem.

Employer mental health policy template

Company Actions...continued

We aim to:

Treat mental illness seriously.

Identify issues proactively and resolve them.

Support employees who face mental health problems.

Create pleasant workplaces in collaboration with managers, employees, unions and health experts.

Job-related issues

Issues related to work, compensation, job insecurity and work-life balance can heavily burden our employees. In these cases, we encourage our employees to speak to our mental health professional about how to handle their individual situations better.

Additionally, we encourage open communication between employees and managers. If employees have a work-related problem, they should speak openly to their managers.

- Mental health charity Mind is a good source of information for all of the topics discussed in this course and more: mind.org.uk

Managers' Responsibilities

Managers should also proactively identify mental health issues among their employees. If they perceive that an employee is in a state of emotional or psychological distress, they should reach out to them.

Here are some tips on how managers can address an employee who suffers from mental health issues in common situations:

If an employee has work-related problems, managers should come up with a solution. If an employee has issues collaborating with colleagues, managers should meet with concerned employees and serve as mediators. If the problem is severe (e.g. violence, harassment, victimization), managers should contact HR. If an employee's problems are personal or the employee refuses to discuss them, managers should encourage them to contact our mental health professional.

Open Communication & Support

We also want to actively support employees who are at risk of facing mental health issues (e.g. pregnant women, new parents, retiring employees.) For this reason, we will establish monthly support sessions employees can choose to join to discuss their situations and seek advice.

