

BUILDING YOUR AT-WORK MENTAL HEALTH POLICY

Formalise your workplace's regulations, resources and initiatives around employee mental health in one consolidated document with the help of this handy toolkit.



SO, WHAT IS A MENTAL HEALTH POLICY?

A statement of intent, outlining your approach, commitment, action-plan, benefits and regulations in the area of mental health.

WHY DO YOU NEED ONE?

- It is an indication to **employees** that their wellbeing is a priority.
- It helps **managers** understand what the protocol is and what benefits are offered in this area.
- It makes clear to **all** what the company's stance is in this area.

WHAT SHOULD THE POLICY INCLUDE?



Include your commitment to employee mental health and how you plan to fulfil this.

Not sure where to start? Base your written commitment on the UK government's "[Thriving At Work](#)" core standards (found on p32).

Tone of voice is important: write like a human, avoid jargon and legal speak.



Outline what benefits are offered in this area. This could include:

- Training or learning opportunities
- Discounts on wellbeing-related memberships i.e. for fitness classes or mindfulness apps
- Employee Assistance Programme (EAP) details
- Any wellbeing activities, for example, monthly webinars or team socials.

WHAT SHOULD THE POLICY INCLUDE? (CONTINUED)



Define your leave allowance and in what circumstances it can be used. For example, do you offer mental health leave, personal leave, menstrual leave, fertility leave, or caregivers leave?

Plus, outline what '[reasonable adjustments](#)' are available to those experiencing poor mental health.



Do you offer flexible and/or hybrid working? Make clear exactly what your organisation means when using these terms and define the boundaries of each in practice.

If home-working is an option for your staff, include what the company can do to ensure an ergonomic home set up.



Outline what your approach to stress in the workplace is. Inform employees of how to report experiences of stress at work and make your [risk assessment](#), as it pertains to stress, easily accessible for employees.



Let people know how to access further help and resources. These can include:

- Employee Assistance Programme (EAP) details
- Other external helplines
- Any MHFAiders® you have within the business
- Links to other helpful wellbeing resources

HOW DOES IT FIT IN WITH WIDER POLICIES ?

- Make sure there are no conflicting policies – especially around leave, working hours, and different types of contracts.
- Hyperlink (liberally!) to other business policy documents, where relevant, for ease of accessibility.
- Don't shy away from incorporating intersectional policies withing the document i.e. there may be a lot of crossover with your D&I policy.

MAKING SURE YOUR POLICY IS MORE THAN A PIECE OF PAPER

? How is your policy lived in the day to day at the organisation? Host a focus group to ensure your policy is realistic.

? Do you have a rounded wellbeing strategy to support this? Including proactive measures and reactive support for staff who experience mental illness.

? How will you deliver on your commitments? Set KPIs and decide how you will measure success against your core standards.

