

Workplace Mental Wellbeing Policy

Introduction

RE Resource Group has developed this policy to manage its obligations to maintain the mental health and wellbeing of all staff.

It covers the organisation's commitment to employee health, responsibilities for maintaining psychological health, health promotion initiatives, communicating and training on health issues, the range of support available for the maintenance of mental health, and organisational commitment to handling individual issues.

Scope

Mental health problems and stress can affect anyone, regardless of their position in the organisation. This policy applies to all employees.

This policy should be read in conjunction with other health and safety policies e.g., Attendance Policy, Substance Misuse Policy, Equal Opportunities etc.

Aim

The aim of this policy is to create a workplace environment that promotes the mental wellbeing of all employees.

The organisation recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and organisational performance.

Organisational commitment

The organisation has legal obligations under health and safety legislation to manage risks to the health and safety of employees. In addition to reducing safety risks, this means operating the business in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are not unacceptable and having procedures in place to support individuals experiencing mental ill health at work.

The organisation will put in place measures to prevent and manage risks to employee wellbeing, together with appropriate training and individual support. It will also seek to foster a mentally healthy culture by incorporating these principles into line manager training and running initiatives to raise awareness of mental health issues at work.

Responsibilities

Organisation

RE Resource Group has a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. The organisation will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals.

Line managers

Line managers should put in place measures to minimise the risks to employee wellbeing, particularly from negative pressure at work. For example, managers should ensure that employees understand their role within the team and receive the necessary information and support from managers and team members to do their job. Managers must also familiarise themselves with the organisation's policies on diversity and tackling inappropriate behaviour in order to support staff, for example on bullying and harassment issues.

In particular, line managers must ensure that they take steps to reduce the risks to employee health and wellbeing by:

- ensuring that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications;
- keeping employees in the team up to date with developments at work and how these might affect their job and workload;
- ensuring that employees know who to approach with problems concerning their role and how to pursue issues with senior management;

Human resources

The HR Department will develop organisation-wide policies and procedures to protect the wellbeing of employees, provide advice and support to managers in supporting individuals in relation to this policy, and liaise as appropriate with health/medical professionals, with the object of helping employees to maintain good psychological health.

Employees

Employees must take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, alcohol consumption and smoking) and informing the organisation if they believe work or the work environment poses a risk to their health. Any health-related information disclosed by an employee during discussions with managers or the HR Department is treated in confidence.

Training and communications

Line managers and employees will regularly discuss individual training needs to ensure that employees have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change.

The organisation will ensure that structures exist to give employees feedback on their performance, and for them to raise concerns by regular one-to-one meetings and reviews.

Data Protection

Line management and the HR Department must ensure that personal data, including information about individuals' health, is handled in accordance with the organisation's Data Protection Policy.



Further Information

There are many organisations who offer support and useful resources are available to help with mental health in the workplace:

Mind – www.mind.org.uk

Samaritans – www.samaritans.org

Mental Health Foundation – www.mentalhealth.org.uk

Together for mental wellbeing – www.together-uk.org

Rethink Mental Illness - www.rethink.org

Medicash (RE People/RE Personnel)

If you have any queries regarding this policy, please contact the Support Team (support@resourcegroup.co.uk).

Version History			
Version	Date	Detail	Author
1.0	25/10/18	Document created/approved and issued	Teresa Norris