

## Mental Health and Wellbeing Policy

### 1. Introduction

- 1.1 Mental ill health and stress is both a serious condition in its own right and along with stress is 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.
- 1.2 Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.
- 1.3 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 at work.

### 2. Scope

- 2.1 This policy applies to all IMPRESS employees.
- 2.2 This policy will comply with Health and Safety legislation and best practice guidelines.

### 3. Purpose

- 3.1 IMPRESS is committed to the protection and promotion of the mental health and wellbeing of all staff.
- 3.2 This policy aims to provide a working environment that promotes and supports the mental health and wellbeing of all employees.
- 3.3 IMPRESS shall continuously try to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.
- 3.4 IMPRESS shall continuously try, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.

### 4. Policy Objectives

#### **4.1 To develop a supportive culture and address factors that may negatively affect mental wellbeing**

We will take the following actions to achieve this objective:

- Reduce discrimination and stigma by increasing awareness and understanding
- Each staff member to complete an Individual Stress Risk Assessment to identify mental health related issues
- 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

#### **4.2 To provide support for employees experiencing mental health difficulties**

We will take the following actions to achieve this objective:

- Ensure individuals suffering from mental health problems are treated fairly and consistently
- Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work
- Give non-judgemental and pro-active support to individual staff that experience mental health problems such as counselling
- Ensure employees are aware of the support that can be offered by IMPRESS as well as their own GP, or a counsellor
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned

#### **4.3 To recognise that workplace stress is a health and safety issue**

We will take the following actions to achieve this objective:

- Adopt the principles of the HSE Stress Management Standards for employees or groups of employees that it is felt may be affected by stress
- Provide training in good management practices
- Provide confidential counselling and adequate resources where needed
- Align with other relevant policies such as the Health & Safety Policy

## **5. Communication**

- 5.1 All employees will be made aware of the Mental Health & Wellbeing Policy and the facilities available. This will be part of IMPRESS's policy collection and will be included in employee induction.
- 5.2 The Business Manager will take forward the actions from this policy.
- 5.3 Updates will be provided to all employees via the staff email.