

## Mental Health Policy

**It is the policy of Cetix to provide initial and ongoing support and help for employees who are/may be suffering with mental health problems.**

For the purposes of this policy, a mental health problem refers to mental health conditions that have been diagnosed by a medical professional, such as depression or PTSD, and signs of stress and anxiety.

The purpose of this policy is to assist with creating an open and honest workplace where line managers and employees can discuss mental health problems, and to ensure the necessary support is known and offered to employees when needed.

### Legal obligations

The company understands the protection employees with a disability have against discrimination under the Equality Act 2010, including the obligation for employers to introduce reasonable adjustments for disabled employees.

### Recruitment

Unless it is related to the specific requirements of the job, the company will not ask applicants at any stage of the recruitment process for information regarding any previous health issues, in order to ensure potential employees are not discriminated against because of their mental health history.

### Indicators

In many cases, obvious indications that an employee is suffering from a mental health problem may not be present, however, early signs can include behavioural, mood or temperament changes.

### Line manager responsibilities

Wherever a manager perceives mental health to be a potential problem for a member of staff — commonly during or as a follow-up to a period of sickness — that manager should talk to the member of staff to discuss what additional support can be offered.

### Employee responsibilities

Any support required by the employee is likely to be known by the employee themselves. The company actively encourages employees to be open and honest about their mental health and to inform their line manager of any issues at an early opportunity to allow these to be addressed.

### Action planning

Where a line manager identifies a mental health issue, they should work alongside the employee to create a personal wellness action plan that provides for proactive management of their mental health. Amongst other things, a wellness action plan should cover actions and measures that can support the employee's mental health.

## Making workplace adjustments

The company is legally obliged to make reasonable adjustments to an employee's role or workplace if they have a disability that places them at a disadvantage when performing their role. Examples of adjustments for mental health include adjusting hours of work or reallocating duties. Once the adjustments are agreed, they will be reviewed on an ongoing basis.

## Managing absence and return to work

Where the employee is absent by reason of their mental health concerns, their line manager will communicate with the employee on a regular basis during their absence. The Company's sickness absence policy will apply to the employee's absence as normal, subject to any reasonable adjustments in place for the employee. Upon the employee's return from absence, a return-to-work plan will be discussed and agreed between the line manager and the employee to ensure necessary steps can be taken to support the employee to remain in work.

## Confidentiality

Information concerning an employee's mental health is classed as a special category of personal data. This information will only be disclosed to others in line with the company's policies on data protection.

Signed:



Name: L Franklin

Date: 04 - MAY - 2022

Position: Managing Director

Developing a Wellness Action Plan Work can help support wellness and your own mental wellbeing. By reflecting on the causes of stress and mental health and taking ownership of practical steps to help address triggers. The process can also help managers to open up dialogue with you, to understand your needs and experiences and ultimately better support wellbeing and mental health.

1. What helps your wellbeing to stay mentally healthy at work?  
(For example: taking a lunch break, keeping a 'to do' list, talking with colleagues)

2. What can your manager or service do to support you to stay healthy at work?  
(For example: regular feedback and supervision, discussing wider developments in the organisation)

3. Are there any situations at work that can trigger poor mental health for you?  
(For example: conflict at work, organisational change, being excluded from decision making, poor processes)

4. What do you usually do that helps you manage stress?  
(For example: relaxation, physical exercise, talking with colleagues – consider the 'five ways to wellbeing')

5. What steps can you take if you start to feel unwell at work?  
(For example: take a break, go for a short walk, ask your line manager for support)

Please complete questions 6, 7 & 8 if you feel this will help and is relevant to you.

<p>6. Are there any early warning signs that we might notice when you are starting to feel stressed/unwell? (For example: changes in normal working patterns, withdrawing from colleagues)</p>	<p>7. What support could be put in place to minimise triggers or to support you to manage symptoms? (For example: extra catch-up time with line manager)</p>	<p>8. If we notice early warning signs that you are feeling stressed or unwell, what should we do? (For example: talk to me discreetly about it, contact someone that I have asked to be contacted)</p>
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Thank you for taking time to complete this Wellness Action Plan and for helping reduce avoidable stress for yourself and others.

Employee Name:	<input type="text"/>	Date:	<input type="text"/>
Employee Signature:	<input type="text"/>		
Manager Name:	<input type="text"/>	Date:	<input type="text"/>
Manager Signature:	<input type="text"/>		
Date Completed:	<input type="text"/>		
To be completed again in 12 months on:		Date:	<input type="text"/>

# 5 ways to wellbeing at work



Research by the New Economics Foundation has found there are five ways to look after your mental wellbeing. Following these simple steps at work is just as important as at home:



Feeling valued and having meaningful relationships with those around us, such as our colleagues, has been shown to be related to feelings of wellbeing.

- Speak to your colleagues, rather than emailing them
- Ask how someone's weekend was and really listen to their answer
- Go for a coffee or have lunch with a colleague



Moving our bodies has been shown to look after both our physical and our mental health.

- Go for a walk during your lunch break
- Walk or cycle to work
- If you can, take the stairs not the lift



Taking notice of our thoughts, emotions and surroundings is a great way to stay present and pay attention to our needs.

- Bring a plant to work and watch it grow
- Take your headphones out and pay attention to what is going on around you



Learning new things while at work is a good way to boost our self confidence, which in turn improves our mental health and wellbeing.

- Take part in training opportunities
- Read a book or listen to a podcast on your lunch break
- Organise a book club with colleagues



Research has found a link between doing good things and an increase in wellbeing.

- Do a colleague a favour such as making them a cup of tea
- Become a Health in Mind Hero by giving your time through volunteering/ fundraising

[www.health-in-mind.org.uk](http://www.health-in-mind.org.uk)



