

# Mental Health and Wellbeing Policy

## General

At [INSERT COMPANY NAME] we believe that your mental wellbeing is important, and we are committed to promoting a healthy and supportive working environment.

[INSERT COMPANY NAME] prioritises the safety, mental health and wellbeing of our employees. We comply with all Health and Safety regulations and laws and comply with the Equality Act to ensure no one is discriminated in the workplace. Some of the ways [INSERT COMPANY NAME] will do this via:

- **Support.** We will support everybody in the business to ensure they feel comfortable in discussing their mental health and are aware of how to raise any concerns.
- **Reviewing our policies to ensure they work for everyone.** We have policies around office hours, flexible working and holidays to encourage a work-life balance. We commit to always trying to do better and we will review these periodically to ensure they still work for our team members.
- **Flexible working.** For people who need sustained support with their mental health, we commit to exploring options such as more work-from-home flexibility, adjusted hours etc. We will discuss what this looks like depending on what feels most suitable and helpful.

## Stress

At [INSERT COMPANY NAME] we realise that stress is easier to manage before it becomes a greater issue. Please speak to your Team Lead if you feel that high stress levels are affecting your wellbeing and ability to do your work. We will work together with you to identify the problems and find solutions where possible.

## Long Term Sickness

For those suffering with long-term emotional and mental distress who are on long-term sick leave [INSERT COMPANY NAME] will consider implementing a phased return to work.

## Confidentiality

All discussions, requests for help and advice will be kept strictly confidential and the information gathered will be held in accordance with the Company's Data Protection Policy. If you have any further questions, please speak to your Team Lead.

## Any Other Initiatives

The following are some examples of potential offerings that would need to be individually crafted to your business needs.

- Specific leave type offering for mental health leave
- Wellbeing budgets
- Regular check ins with your manager
- Mental health first aiders - who to speak to and how
- Access to a therapist or a mental health support line (we use [Spill](#))
- Further accommodations as and when needed

For help crafting these policies, [book a call](#) to find out how our [HR Advice service](#) can help.