

## Policy: Mental Health and Wellbeing Policy

### 1. SUMMARY

- 1.1. This policy defines WINNS Services Mental Health and Wellbeing Policy to ensure it meets requirements.
- 1.2. The Operations Director is responsible for implementation and management of the Mental Health and Wellbeing Policy

Rev.	Date	Nature of Changes	Approved By
1	17 <sup>th</sup> September 2021	Original issue.	C Stebbing

### 2. Introduction: Mental Health and Wellbeing Policy

It is the policy of WINNS 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.

### 3. What is Meant by Mental Health?

The term 'mental health' is frequently misunderstood. It is often used as a substitute for mental health conditions such as depression, anxiety conditions, schizophrenia and other. However, according to the World Health Organisation, mental health is:

**“a state of well-being in which every individual realizes his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community”**

### 4. What is Mental Health in the Workplace

When we talk about mental health in the workplace, we are looking at how the business environment affects us – either positively or negatively – as well as the effect our mental health has on our ability to do our jobs.

### 5. Legal obligations

WINNS 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.

### 6. 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.

## **7. 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.

## **8. Line Managers Responsibility**

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.

## **9. Employee responsibilities**

Any support required by the employee is likely to be known by the employee themselves. WINNS 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.

## **10. 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.

## **11. Making workplace adjustments**

WINNS 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.

## **12. 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. WINNS's sickness absence policy will apply to the employee's absence as normal, subject to any reasonable adjustments in place for the employee.

## **13. 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 WINNS's policies on data protection.

## **14. Sign Posting**

- Help is available 24 hours a day, 7 days a week.
- If you call, you'll speak to a professional in your local NHS mental health service.
- They can discuss your current mental health needs and provide access to further support if needed.

- Calls to NHS urgent mental health helplines are free.

Contact website: [nhs.uk/service-search/mental-health/find-an-urgent-mental-health-helpline](https://nhs.uk/service-search/mental-health/find-an-urgent-mental-health-helpline).

Complete the form and you will be supplied with a local helpline all information is confidential.