

Section/Number: Mental Health – 01	Approval Date: (DD/MM/YY)
Subject: Mental Health and Wellbeing in the Workplace Policy	Amendment Dates:
<p>Policy</p> <p>The <u>Community Government Name</u> believes that the mental health and wellbeing of our staff is key to success and sustainability.</p> <p>It is essential for the <u>Community Government Name</u> to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourages staff to take responsibility for their own mental health and wellbeing.</p> <p>Therefore, the <u>Community Government Name</u> will provide support through employee programs, accommodations and return to work actions plans for employees that require a leave from regular work duties.</p>	
Definitions	

Guidelines

1. To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (include bullying and harassment).
2. To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
3. Provide opportunities for employees to look after their mental wellbeing. (i.e.: through physical activity, stress buster activities, and social events.)
4. To reduce stigma around depression and anxiety in the workplace.
5. This policy applies to all employees, including contractors and casual staff.
6. All employees have a responsibility to:
 - Take reasonable care of their own mental health and wellbeing, including physical health.
 - Take reasonable care that their actions do not affect the health and safety of other people in the workplace.
7. Managers have a responsibility to:
 - Ensure that all workers are made aware of this policy.
 - Actively support and contribute to the implementation of this policy, including its goals.
 - Manage the implementation of Employee Assistance Programs and training of Mental Health First Aid in the workplace.
 - Provide any known accommodations in the workplace for the employee.
 - Follow and create a realistic return to work action plan.
 - Continuous support for employee that discloses mental health disability.
8. Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
9. Establish good two-way communication to ensure staff involvement.

Attachments

Mental Health First Aid SMP

Employee Wellness – Free Access to Recreation Facilities SMP

Physical Activity and the Benefits of Doing it Regular SMP

References: