

## 12.51 Mental Health & Wellbeing

### 12.51.1 Purpose

12.51.1.1 This standard describes the process for mental health and wellbeing.

### 12.51.2 Context/scope

12.51.2.1 This standard covers all DSG employees. This standard will also impact on our clients and our visitors.

### 12.51.3 Policy

12.51.3.1 Mental ill health and stress are 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. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work. 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 once they are at work. Important aspects of mental health and wellbeing includes providing information and raising awareness, leadership skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

12.51.3.2 DSG will create a workplace environment that promotes and supports the mental wellbeing of all employees, clients and visitors.

### 12.51.4 Organisation

12.51.4.1 The Environment, Health, Safety & Wellbeing Manager will be responsible for developing a supportive culture, addressing factors that may negatively affect mental wellbeing, and to develop leadership skills.

12.51.4.2 The Environment, Health, Safety & Wellbeing Manager will be responsible for reducing discrimination and stigma by increasing awareness and understanding.

12.51.4.3 The Environment, Health, Safety & Wellbeing Manager will be responsible for providing employees with information on and increase their awareness of mental wellbeing.

12.51.4.4 The Environment, Health, Safety & Wellbeing Manager will be responsible for providing non-judgemental and proactive support to individual staff that experience mental health problems.

12.51.4.5 The Environment, Health, Safety & Wellbeing Manager will be responsible for appointing workplace mental health and wellbeing champions.

12.51.4.6 The Safety Advisor will assist the Environment, Health, Safety & Wellbeing Manager in implementing all the initiatives set out within this standard.



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12.51.4.7 Mental health & wellbeing champions will maintain mental health and wellbeing action plans in their workplace.

### **12.51.5 Planning and Implementation**

12.51.5.1 Information regarding mental health and wellbeing will be included in the DSG induction pack.

12.51.5.2 DSG will provide opportunities for employees to look after their mental health and wellbeing through physical activity, stress reducing activities and social events.

12.51.5.3 DSG will promote the “Five Ways to Wellbeing Concept”

- Offer employees flexible working arrangements.
- Set employees realistic targets that do not require them to work unreasonable hours.
- Ensure all staff have clearly defined job descriptions, performance and responsibilities and provide them with good leadership support, appropriate training and adequate resources to do their job. This will help engage employees in their work.
- 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.

12.51.5.4 DSG will provide support for employees experiencing mental health difficulties by:

- Ensuring individuals suffering from mental health problems are treated fairly and consistently.
- Clearly communicate colleagues who can support at initial symptoms of stress to prevent further stress.
- Ensure employees are aware of the support that can be offered through the Health and Safety Department, Employee Assistance Programme (The DSG Mental Health & Well Being Campaign) or alternatively their own GP, or a counsellor of their choice.
- In cases of long-term sickness absence, put in place, where possible, a gradual return to work. (See standard 12.46 “Back to Work.”
- To, so far as is reasonably practicable, 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.



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12.51.5.5 DSG will encourage the employment of people who have experienced mental health problems by;

- Showing a positive and enabling attitude to employees and job applicants with mental health issues. This includes having positive statements in recruitment literature.
- Ensuring that all staff involved in recruitment and selection are briefed on mental health issues and the Equality Act 2010 and are trained in appropriate interview skills.
- Not make assumptions that a person with a mental health problem will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Ensuring all line managers have information and training about managing mental health in the workplace.

12.51.5.6 DSG will recognise that workplace stress is a health and safety issue and identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.

12.51.5.7 Consult with trade union safety representatives on all proposed actions relating to the prevention of workplace stress.

12.51.5.8 Provide training in good leadership practices.

12.51.5.9 Provide adequate resources and support links to help the employee.

12.51.5.10 Align with other relevant policies such as physical activity, alcohol and absence leadership.

### **12.51.6 Measuring Performance**

12.51.6.1 Employees participating in any of the mental wellbeing activities will be regularly asked for feedback.

12.51.6.2 The policy, status updates and evaluation reports will be circulated to leadership and be available on request through the workplace health champions.

### **12.51.7 Monitoring and Review**

12.51.7.1 The human resources department will be responsible for reviewing the mental health and wellbeing policy and for monitoring how effectively the policy meets its aims and performance.

12.51.7.2 The HSQE Director monitors the application of the DSG mental health and wellbeing as part of the in-house check/audit process as detailed in this Quality, Safety & Environment Manual standard 9.7, "Audit."



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