**Procedure**

Wellbeing is defined as good mental, physical, emotional, and financial health.   
   
We recognise that employees may experience some challenging times in their lives, and it may feel difficult to talk about these issues and ask for help.     
   
By bringing attention to some of these issues and highlighting the resources available, we encourage all employees to seek help when its needed.     
   
We aim to normalise conversations about wellbeing concerns at work and break down any stigma.   
   
**Legal obligations**

As an employer, we have a legal duty of care to our employees. This means we will comply and enforce health and safety legislation as well as work hard to create a work environment in which our employees feel safe and comfortable. We also acknowledge that we have obligations under the Equality Act 2010 to make reasonable adjustments for employees who need it.   
   
**Management responsibilities**

Our expectation is that we create an environment in which you feel capable of approaching your line manager to discuss your wellbeing, and that they will be open minded.     
   
Line managers are encouraged to listen to any wellbeing concerns you might have and will help you to explore the support available.  This may include an Occupational Health referral so we can understand any reasonable adjustments needed.   
   
Conversations will be treated sensitively and confidentially.

**Employee responsibilities**

We encourage you to be open and honest about your wellbeing.   
   
We expect all employees to conduct themselves in a helpful and open-minded manner towards team members who have any wellbeing concerns.   
   
Behaviour which is deemed by us as being harassing or bullying in nature which is either a contributory factor to an employee’s poor mental health, or is in reaction to the employee’s current situation, is unacceptable and will be dealt with under our disciplinary procedure.

**Mental health**

We recognise the importance of happy and healthy minds and the impact that mental health has on every aspect of your life.

We appreciate that individuals can experience periods - sometimes prolonged periods - of poor mental health in the same way as with physical health.  We commit to providing support for employees going through mental health problems.  For the purposes of this policy, the term ‘mental health problem’

includes mental health conditions that have been diagnosed by a medical professional as well as signs of stress and anxiety.

Your line manager can help you to explore the following:

**Employee action plan:** discussed with and drafted by the employee to ensure it meets their requirements, with medical support as necessary, and then it will be set in place with their manager. Any information in the plan, and the plan itself, will be kept confidential and reviewed on an ongoing basis by both the employee and their manager.

**Workplace adjustments:** we will consider all reasonable workplace adjustments for any employee who is suffering from a mental health problem to ensure their situation does not create a barrier to actively contributing to the workplace.  Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.  

**Occupational health referral:**  with the employee’s consent, a referral will be made to an external occupational health expert who will undertake an assessment on the employee’s current condition in order to ascertain how we may provide appropriate support to the employee. 

**Managing absence and return to work:** where the employee is absent by reason of their mental health concerns, their manager will communicate with the employee at regular intervals during their absence as agreed with the employee. Our 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 meeting will take place and any return-to-work plan agreed between the manager and the employee to ensure necessary steps can be taken to support the employee to remain in work.

In order to be able to provide valuable support to an employee suffering from poor mental health, we encourage line managers and employees to attend training in how to support positive mental health and how to deal with poor mental health in employees, including how to identify the signs of poor mental health in employees and how to take appropriate measures to proactively deal with it.  

**Fertility and IVF**

We recognise that sometimes conceiving a child requires further assistance with fertility treatments, ranging from check-ups and medications to IVF. Support will be provided through time off for medical visits, emotional support through check-ins with management.   
   
Talk to your line manager if there’s anything further we can do to support you and we will do our best to help.   

**Menstruation and menopause**

We want our employees to feel comfortable discussing any challenges they have while juggling the effects of these natural occurrences at work.    
   
Menopause and menstruation physical symptoms include hot flashes, headaches, stomach cramps, exhaustion, poor concentration, sleeplessness, migraines, skin irritations, and urinary issues. As a result, people may experience psychological problems such memory loss, depression, anxiety, mood swings, impatience, and mood fluctuations.   
   
We understand that symptoms may impact you at work.  Please talk to your line manager who will help you explore reasonable adjustments.

 **Men’s health**

We support concerns relating to men's health, such as prostate and testicular cancer as well as mental health. We hope that by spreading awareness and encouraging check-ups and check-ins, we can help everyone who requires it. Any time an employee needs assistance, they are urged to speak with their line manager so that decisions may be made on the best course of action to support their needs.

**Pregnancy Loss**

By law, employees are only entitled to time off to parental bereavement leave after they have passed the 24th week of pregnancy. However, we understand that many individuals will need time to recover at early stages of pregnancy. Please talk to your line manager about any support you may need, which may include time off work.     
   
**Domestic abuse**

We recognise that our employees may be affected by domestic abuse either as a survivor of domestic violence, an individual who is currently living with domestic violence or someone who has been impacted by a death due to domestic violence.

We believe that everyone has the right to live free from fear and abuse and are committed to developing a workplace culture in which there is zero tolerance for abuse and which recognises that the responsibility for domestic abuse lies with the perpetrator.

Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background. There are different kinds of abuse that can happen in different contexts. The most prevalent type of domestic abuse occurs in relationships. But the definition of domestic abuse also covers abuse between family members, such as adolescent to parent violence and abuse.

Domestic abuse is the abuse of power and control over one person by another and can take many different forms including: 

* Psychological
* Physical
* Sexual
* Emotional
* Verbal
* Economic

It is rarely confined to a single incident and typically forms a pattern of coercive or controlling behaviour.

**Financial wellbeing**

We recognise that worries and concerns about personal finances can have a significant detrimental impact on employees’ physical and mental health, as well as their ability to do their job.  Please talk to your line manager if you are concerned about financial matters.   
   
You can get free, confidential and independent money and debt advice from the government’s Money & Pensions Service [[https://moneyandpensionsservice.org.uk](https://moneyandpensionsservice.org.uk/)]. Further external information and support is available from organisations such as Citizens Advice [[https://citizensadvice.org.uk](https://citizensadvice.org.uk/)]

**Sources of help**

In addition to your line manager and your GP, you may find the following helpful:

|  |  |
| --- | --- |
| Mental Health First Aiders | [insert details of MP trained mental health first aiders] |
| Money & Pensions Service | You can get free, confidential and independent money and debt advice from the government’s Money & Pensions Service [https://moneyandpensionsservice.org.uk](https://moneyandpensionsservice.org.uk/) |
| Citizens Advice | [https://citizensadvice.org.uk](https://citizensadvice.org.uk/) |
| Every Mind Matters | <https://mhfaengland.org/every-mind-matters/> |
| Samaritans | Provides emotional support 24 hours a day, 365 days a year. They allow people to talk about feelings of distress and despair and are confidential and offer non-judgemental support.  **Telephone: 116 123 (Freephone 24 hours a day)**  **Website:**[samaritans.org](http://www.samaritans.org/) |
| Mind Infoline | Mind Infoline gives confidential support and information on lots of mental health related issues including where to get help, drug treatments, alternative therapies and advocacy. Mind also has a network of nearly 200 local Mind associations providing local services.  **Telephone: 0300 123 3393 (9am-6pm Mon-Fri except bank holidays)**  **Email:**[info@mind.org.uk](mailto:info@mind.org.uk)  **Website:**[mind.org.uk/information-support/helplines/](http://www.mind.org.uk/information-support/helplines/) |
| OTHER |  |

**Further Guidance**

**www.acas.org.uk/health-and-wellbeing**