1. Employee Mental Health & Wellbeing Policy

1. Purpose

1.1 [COMPANY NAME] (Company) aims to facilitate and promote positive mental health among employees by providing a safe and supportive work environment and by encouraging employees to take responsibility for their own mental health and wellbeing.

1.2 [COMPANY NAME] believes that the mental health and wellbeing of our employees is key to organisational success and sustainability.

2. Goals

2.1 To build and maintain a workplace environment and positive culture that supports mental health and wellbeing and prevents any forms of discrimination (including bullying and harassment).

2.2 To increase employee knowledge and awareness around mental health and wellbeing issues and behaviours, and their impact upon organisational performance and success.

2.3 To reduce the stigma around incidents of employee depression and anxiety in the workplace.

2.4 To facilitate employees' active participation in a range of initiatives that supports mental health and wellbeing across the organisation.

3. Scope

3.1 This policy applies to all employees and independent contractors of [COMPANY NAME].

4. Responsibilities

4.1 All employees are encouraged to:

    a. understand this policy and seek clarification from management where required;

    b. consider this policy while completing work-related duties and at any time when representing [COMPANY NAME];

    c. support fellow workers in their awareness of this policy; and

    d. support and contribute to [COMPANY NAME]'s aim of providing a mentally healthy and

    e. supportive environment for all workers.

4.2 All employees have a responsibility to:
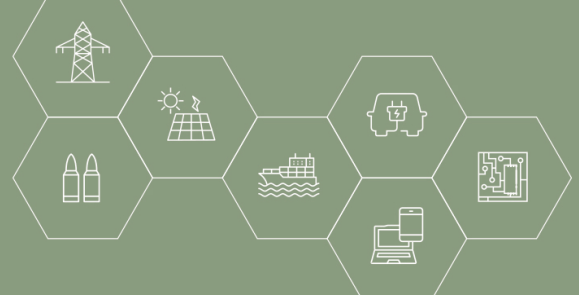
a. take reasonable care of their own mental health and wellbeing, including physical health; and

b. take reasonable care that their actions do not affect the health and safety of other people in the workplace.

4.3 Managers have a responsibility to:

a. ensure that all employees are made aware of this policy;

b. be alert to team members who may be experiencing mental health issues and to encourage them to seek help; and

c. actively support and contribute to the implementation of this policy.

5. Positive Mental Health

5.1 Positive mental health is characterised by feeling well and functioning effectively. According to the World Health Organization, mental health is a state of wellbeing in which a person can:

- cope with the normal stresses of life;

- work productively and fruitfully;

- realise their personal potential; and

- contribute positively to the community.

5.2 Your mental health is as important as your physical health. Research has shown that you can help to build and maintain your mental health by taking some simple actions, including:

- socialising with your friends, family and others in the community;

- engaging in regular exercise; eating a healthy diet; avoiding excess alcohol or other drugs; and going for regular check-ups with your doctor;

- identifying your strengths and using them to help others or contribute to the community;

- engaging in meaningful work, including volunteering, helping a neighbour or performing small acts of kindness; and

- taking time to relax and do the things you enjoy.

5.3 If you are interested in other ways for building and maintaining positive mental health, we recommend that you seek advice from your doctor or a mental health professional.

6. Mental Illness

6.1 A mental illness is a medical condition that impacts a person's thoughts, feelings or behaviour. Common examples of mental illness include depression, anxiety disorder and post-traumatic stress disorder. It is estimated that nearly half of all Australians will

experience a mental illness condition at least once in their lifetime.

6.2 You may be at risk of a mental illness if you are experiencing one or more of the following:

- feeling depressed or unhappy for an extended period;

- losing motivation or interest in a favourite hobby;

- prolonged anxiety, including heart palpitations, shortness of breath, headache, restlessness, diarrhea or a racing mind;

- sudden and dramatic changes in mood, such as extreme distress or anger;

- changing sleep patterns or getting too much or too little sleep;

- fluctuating weight or rapid weight loss;

- being quiet or withdrawn or refusing to join in social activities;

- excessive use of alcohol or other drugs;

- feeling guilty, worthless or consistently criticising oneself; and/or

- changes in behaviour or feelings, including where you don't seem "quite right".

6.3 If you think you might have a mental illness, you should seek help from a health professional. The sooner you seek help, the sooner you can start to recover.

7. Seeking Help

7.1 When seeking help regarding a mental health issue, a general practitioner (GP) doctor is often a good starting point. A GP doctor will usually be able to:

- make a diagnosis;

- check for any physical health problem or medication that may be contributing to any mental health conditions;

- provide information and discuss available treatments;

- provide information on how to access support and counselling;

- prescribe medication;

- refer you to a mental health specialist such as a psychologist or psychiatrist; and/or

- encourage you to schedule regular appointments to check on your progress.

7.2 A number of organisations in Australia provide free support and education for people who are experiencing mental health issues. The table below sets out some of the key support organisations and their contact details:

Beyond Blue	Support for people experiencing depression and anxiety	1300 22 4636
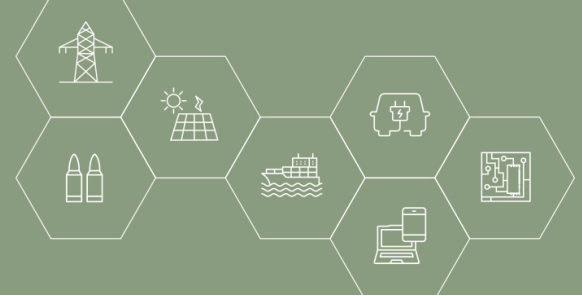
MindSpot	Support for people experiencing stress, anxiety, low mood or depression	1800 61 44 34
eheadspace	Mental health support for people under25	1800 650 890
MensLine Australia	Mental health support for men	1300 78 99 78
Qlife	Mental health support for LGBTI people	1800 184 527
Lifeline	Crisis support and suicide prevention	13 11 14
Suicide Call Back Service	Support for people feeling suicidal	1300 659 467
SANE Australia	Support, training and education for people with a mental illness	1800 18 7263

7.3 You can also seek help via the Company's Employee Assistance Program available to you:

- **[insert EAP details]** to speak to a counsellor or coach.

7.4 [COMPANY NAME] aims to provide an environment where employees feel comfortable raising and discussing concerns about mental health. If you have any concerns about your own mental health, or the mental health of a co-worker, we welcome you to contact your manager or our [COMPANY NAME] Group People + Culture Manager, or in the absence of that role, the CEO.

7.5 [COMPANY NAME] appreciates that any information regarding your health is sensitive information and should be treated accordingly.
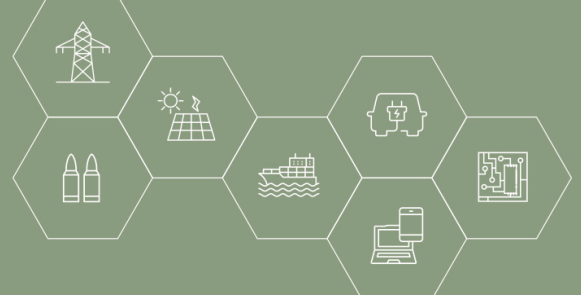
8. Variations

8.1 [COMPANY NAME] reserves the right to vary, replace or terminate this policy at any time.

9. Associated documents

The following document is associated with this Mental Health & Wellbeing Policy:

- [COMPANY NAME] Work Health & Safety Policy.

File Name:	Employee Mental Health Policy
Implementation Date:	[insert]
Review Date:	[insert]
Version:	1.0