Employee Mental Health Policy

1. Introduction

1.1   NMITE is committed to providing a safe and positive working environment for our staff and to promoting the health, safety and well-being of our employees. NMITE recognises that mental health is just as important as physical health: Everyone has mental health and like physical health, it fluctuates along a spectrum from good to poor. Work can have a huge impact – it can promote well-being or trigger problems. Mental illness may be detrimental to a person, as it can impact happiness, productivity and collaboration. Mental health issues may affect companies in the form of:

    i.   Turnover

ii.   Absenteeism

iii.   Poor employee performance

iv.   Employee substance abuse

v.   Work-related accidents

vi.   Workplace violence or harassment

1.2   With this policy, we aim to support our employees and create a healthy and happy workplace. We want everyone to feel appreciated and be treated fairly.

1.3   NMITE's Mental Health Champions are Chair of the EDI Committee, Academic Registrar, HR Director (People and Culture) and Head of Student Experience.

2. Scope

2.1   This policy applies to all our employees. HR is primarily responsible for communicating this policy and overseeing its implementation.

3. Policy elements

3.1   What are mental health issues?

3.1.1 Mental health issues in the workplace are any conditions that affect employee's state of mind. These conditions may include mild depression, stress, and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues.

3.1.2 Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g. increased blood pressure, lethargy, changes in eating habits).

3.2   Factors that cause mental health issues

3.2.1 Employees may experience mental health issues for various reasons that an employer cannot control (e.g. hereditary, family conflicts, general health). But there are also work-related reasons for mental health problems, including:

i.   Job insecurity

ii.   Excessive pressure

iii.   Work-life imbalance

iv.   Lack of appreciation

v.   Hostile workplace conditions

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vi.   Unsatisfactory job or workload

vii.   Unpleasant relationships with colleagues or managers

3.2.2   To every extent possible, NMITE aim to recognise and address cases of workplace pressures that contribute to mental health issues.

3.3   NMITE actions

3.3.1   We aim to:

i.   Treat mental illness seriously

ii.   Identify issues proactively and resolve them

iii.   Support employees who face mental health problems

iv.   Create pleasant workplaces in collaboration with managers, employees, unions and health experts

3.4   Internal Policies

3.4.1   As a way to prevent employee distress, we have set up policies for:

i.   Equality, Diversity and Dignity in the Workplace

ii.   Flexibility when Working from Home

iii.   Freedom of Speech

iv.   Parental leave / Short-term disability leave

v.   Dependant and Emergency Leave

vi.   Bullying and Harassment

3.4.2   This list isn't exhaustive. All of these policies aim to preserve a harmonious workplace where employees can enjoy their work and balance their jobs with their personal lives.

4. Employee Assistance Program (EAP)

NMITE also provide a voluntary Employee Assistance Program (EAP) which includes confidential health assessments, counselling and a 24-hour hotline for personal crisis.

4.1   How to access EAP

–   Telephone support, advice and counselling call 0800 917 9330 any time, day or night.

–   To access EmployeeCare Online visit www.myemployeecare.com

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Use your email address to register and the Access ID is CAN05769-303091.

– You can download the App by simply searching for 'We Care'

Use your email address to set up a profile and the Access ID is CAN05769-303091.

5. Rightsteps Wellbeing

Staff and Students also have access to Rightsteps Wellbeing Platform which provides an additional layer of support from both a professional and personal perspective. Rightsteps Wellbeing provides 24/7 support covering a range of information and self-guided CBT sessions, including:

– Low Mood

– Social Anxiety

– General Anxiety

– Stopping Smoking

– Understanding my Drinking

– Stress at Work

5.1   How to access Rightsteps Wellbeing

– Staff access to Find Out More content - visit rswb.me/wellbeing and enter access code – **nmitestaff**
– Student access to Find Out More content - visit rswb.me/wellbeing and enter access code – **nmitestudent**

6. Organisational Chaplain

6.1 NMITE is committed to offering our staff a wealth of services to support them within the workplace. We have an organisational chaplain that is always on hand should you need this support. Please contact chaplaincy@nmite.ac.uk

7. Mental health awareness

7.1   NMITE aim to raise mental health awareness and combat the stigmas associated with them. To do this we will:

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i.   Keep employees informed

ii.   Provide Mental Health training

iii.   Provide workplace mediation where appropriate

iv.   If issue is particularly complex, seek advice from expert organisations

8. Job-related issues

8.1   Issues related to work, compensation, job insecurity and work-life balance can heavily burden our employees. In these cases, we encourage our employees to speak to HR about how to handle their individual situations better.

8.2   Additionally, we encourage open communication between individuals and manager. If employees have a work-related problem, they should speak openly to their manager. Managers are in turn obliged to listen to the individual and should search for a mutually satisfying solution together.

9. Managers' responsibilities

9.1   Managers should also proactively identify mental health issues among their employees. If they perceive that an employee is in a state of emotional or psychological distress, they should reach out to them.

9.2   Here are some suggestions on how managers can address an employee who suffers from mental health issues in common situations:

i.   If an employee has work-related problems, managers should come up with a solution

ii.   If an employee has issues collaborating with colleagues, managers should meet with concerned employees and serve as mediators. If the problem is severe (e.g. violence, harassment, victimisation), managers should contact HR

iii.   If an employee's problems are personal or the employee refuses to discuss them, managers should encourage them to contact a mental health professional.

10. Compliance with the law

10.1   Employers have a legal duty to consider making reasonable adjustments as well as a general duty of care and responsibility for employee health and preventing personal injury.

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10.2   The law protects employees who suffer from medical conditions (e.g. clinical depression) or mental disorders (e.g. schizophrenia). Consistent with our non-discrimination practices, we will treat these employees fairly and we won't oblige anyone to disclose their condition or other medical information. Instead, we will attempt to support employees who come to us with mental health issues and establish strategies that apply to everyone.

10.3   Also, we will make reasonable accommodations for people with mental disabilities (e.g. flexible work hours).

11. Evaluating outcomes

11.1   This policy's provision is not restrictive. We will test its elements to find out what works and what doesn't. HR will continuously research mental health topics and evaluate the results of our policy with managers help.

11.2   To develop, revise and establish this policy, we need everyone's help. We can all work to define mental health issues, their causes and seek or offer help when needed. We encourage employees to share their ideas and concerns.

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Policies/Rules Superseded by this Policy	N/A
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