



Employee Mental Health Policy

1.	Introduction.....	1
2.	Scope.....	2
3.	Policy elements	2
3.1	What are mental health issues?	2
3.2	Factors that cause mental health issues	2
3.3	NMITE actions	3
4.	Employee Assistance Program (EAP)	3
4.1	How to access EAP.....	3
5.	Rightsteps Wellbeing	4
5.1	How to access Rightsteps Wellbeing.....	4
6.	Organisational Chaplain	4
7.	Mental health awareness	4
8.	Job-related issues	5
9.	Managers' responsibilities	5
10.	Compliance with the law.....	5
11.	Evaluating outcomes.....	6

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 Director of People & Operations, Director of Registry and Student Life, Health & Safety Manager and HR Associate.

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
 - 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 developed 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

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

- Find Out More content - visit [NMITE | Rightsteps](#)

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:

- 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.



- 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 adjustments 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.



Author of Policy	Samantha Lewis, Director of People & Operations
Equality Impact Assessment (Equality Analysis) completed	08/04/2020 HR Associate
Date Policy (Re)Approved	15/07/2025
Version Number	7.0
Approval Authority	Finance and Resources Committee
Date of Commencement	With immediate effect
Amendment Dates	V1.0: Sept 2019 V2.0: 05/02/2020 V3.0: 13/08/2020 V4.0: 04/06/2021 V5.0: 21/06/2022 V6.0: 06/07/2023 V7.0: 07/2025
Reason for update	Bi-annual policy review
Date for Next Review	01/08/2027
Related Policies, Procedures, Guidance, Forms or Templates	Equality, Diversity and Dignity in the Workplace Policy Flexibility when Working from Home Policy Freedom of Speech Policy Family Friendly & Leave Policies Bullying & Harassment Policy
Policies/Rules Superseded by this Policy	N/A
Summary of changes made to this version	Job title amendments