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Company
Logo Here

Mental Health Promotion – Sample Policy

Sample Workplace Policy Template

Disclaimer: This is a sample policy and can be adapted for your workplace needs. Suggestions are given about what to include. However, items can be added or removed to suit your workplace.

Policy: **Mental Health Promotion**

Policy #

Approved by:

Effective:

Revised:

PURPOSE: (Company name) is committed to protecting the health, safety and welfare of our employees. We acknowledge that identifying and reducing workplace stressors is a health and safety issue on which we can have an effect.

POLICY STATEMENT: (Company name) will identify possible workplace stressors through risk assessments and will eliminate or reduce them where possible. Managers at (company name) will receive training in good management practices to identify and lessen workplace stress. Employees can access confidential, free stress counselling through company EAP benefits.

SCOPE: This policy applies to all employees of (company name).

PROCEDURE:

Managers:

- Ensure good communication, especially in times of change
- Ensure staff are fully trained to do their jobs and are provided professional development opportunities as needed and available
- Monitor workloads, overtime requirements and vacation allotments
- Attend training to recognize and deal with harassment and bullying
- Support staff experiencing stress in their personal lives (i.e. bereavement, divorce, illness etc)
- Provide flexible work schedules where possible
- Support employees who have been on sick leave and help to facilitate their return to work
- Monitor and review the effectiveness of measures to relieve stress

Employees:

- Bring issues of concern to health and safety representatives, occupational health representatives and/or managers as soon as they are recognized
- Access EAP benefits as needed
- Be aware of and follow all workplace policies around bullying and harassment

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CONTRAVENTIONS: Non-compliance of this policy will be brought to the attention of the appropriate supervisor or manager for further action.

(Adapted from www.hse.gov.uk/stress/pdfs/examplepolicy.pdf Nov 2010)

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