Wellbeing and Mental Health Policy

- 1. OVERVIEW AND PURPOSE
- 1.1
- employees. The University is committed to

| Document Control |             |             |     |             |         |  |
|------------------|-------------|-------------|-----|-------------|---------|--|
| Document No      |             | Version     | 2.6 | Date Issued | 10/9/21 |  |
| Author           | Sharon Neal | Reviewed by |     | Department  | HR      |  |

| Document Control |             |             |     |             |         |  |
|------------------|-------------|-------------|-----|-------------|---------|--|
| Document No      |             | Version     | 2.6 | Date Issued | 10/9/21 |  |
| Author           | Sharon Neal | Reviewed by |     | Department  | HR      |  |

Seek support and advice from HR and take appropriate action when an individual is struggling or ill;

Acknowledge that organisational change or emerging priorities may conflict with the wellbeing and mental health needs of an individual or group and work with those individuals and groups to understand and mitigate impact where possible, including undertaking equality assessments; and

Adopt behaviours so as to reduce the likelihood of negatively impacting the wellbeing and mental health of staff

**3.3** Human Resources

3.3.1

| Document Control |             |             |     |             |         |  |
|------------------|-------------|-------------|-----|-------------|---------|--|
| Document No      |             | Version     | 2.6 | Date Issued | 10/9/21 |  |
| Author           | Sharon Neal | Reviewed by |     | Department  | HR      |  |

4.1 The University promotes the health and wellbeing of staff through its management policies and practice, support services, information and advice, and wellbeing and mental health promotion campaigns. In line with the <u>Stevenson/Farmer review</u>, the University recognises the three phases that people will experience at work and structures the delivery of this

but with frequent movement between thriving, struggling and those who are ill, and possibly off work

- 4.2 Thriving
  - 4.2.1 Programme of Wellbeing Initiatives

The University is committed to the creation of a healthy workplace and works in collaboration with relevant staff networks, recognised trade unions and partners to create and publicise a clear, realistic and achievable range of provision designed to protect the health and wellbeing of employees and to optimise the opportunities for staff to look out for others and look after themselves. These include:

Development opportunities for staff and managers on understanding and supporting wellbeing and mental health, on the implications of structural inequalities on wellbeing and mental health and on creating an inclusive environment in which wellbeing and mental health conversations happen as part of routine good practice;

Opportunities for physical activity (e.g. University sports and physical wellbeing activities and facilities, cycle to work scheme);

Promotion of on campus spaces, both open and building-based to encourage the use of social and quiet spaces and outside space in sustaining wellbeing and mental health;

Healthy eating campaigns and options offered by outlets on campus; A website wellbeing hub where all content relating to University support for wellbeing and mental health is curated and developed;

Optional use of wellness plans, including support for staff and line managers; and A mental health first-aid programme which trains and supports volunteers to be a first point of workplace contact for individuals and raise awareness of the importance of looking out for each other and looking after ourselves

4.2.2 Dignity and Respect

The University recognises that wellbeing and mental health may be adversely affected by the experience of disrespectful behaviours. The Dignity and Respect policy includes procedures for reporting and handling disrespectful behaviour.

Staff can also seek advice on the options available from a <u>Dignity and Respect</u> <u>Champion</u>.

## 4.3 Struggling and being III

The University provides an environment in which staff who have wellbeing and/or mental health problems that may affect their work can access suitable support, and in which reasonable steps can be taken to make adjustments to their work circumstances to enable them to return to wellness/thrive at work. This provision include:

## 4.3.1 Occupational Health Service

| Document Control |             |             |     |             |         |
|------------------|-------------|-------------|-----|-------------|---------|
| Document No      |             | Version     | 2.6 | Date Issued | 10/9/21 |
| Author           | Sharon Neal | Reviewed by |     | Department  | HR      |

5.1 The University has legal obligations under health and safety legislation to manage risks to the health and safety of employees. This includes mental and physical health.

5.2

| Document Control |             |             |     |             |         |  |
|------------------|-------------|-------------|-----|-------------|---------|--|
| Document No      |             | Version     | 2.6 | Date Issued | 10/9/21 |  |
| Author           | Sharon Neal | Reviewed by |     | Department  | HR      |  |