

# MENTAL HEALTH POLICY CHECKLIST

<b>MENTAL HEALTH POLICY CHECKLIST</b>		
The more questions answered with YES, the more you can be confident that your Mental Health Policy is fit for purpose.	<b>Yes</b>	<b>No</b>
<b>1. Policy Statement</b>		
Does your organisation have a specific policy or procedure for mental health/wellbeing?		
Does the policy or procedure clearly state the commitment of the organisation's senior leader(s) to promoting positive mental health for all its staff?		
Does the policy or procedure commit to tackling the causes of work-related mental ill health?		
Have you communicated the aim to provide a workplace where staff feel able to talk openly about their mental health?		
<b>2. Roles and Responsibilities</b>		
Does the policy describe the roles and responsibilities in relation to workplace mental health of: <ul style="list-style-type: none"> <li>• Senior leaders.</li> <li>• Line managers.</li> <li>• HR department.</li> <li>• All staff.</li> <li>• Specific relevant roles such as mental health first aiders.</li> <li>• Support services.</li> </ul>		
Does the policy include mental health training provision for staff?		
<b>3. Communication, Consultation and Participation</b>		
Does the policy describe the way the organisation will communicate with staff on mental health?		
Is there information about how the organisation will consult staff on the management of mental health and facilitate their participation?		
<b>4. Support</b>		
Are details of all support resources available to staff experiencing mental health issues included?		
Do you encourage staff to seek help at the earliest opportunity?		
Is there an Employee Assistance Provider (EAP) who can be approached for confidential advice or counselling?		
Are the 'return to work' arrangements described including, where applicable, the availability of adjusted working conditions and change of duties?		
Is the potential impact on work performance recognised, and is there a process for managing it?		
<b>5. Review</b>		
Is there a review period for the policy or procedure?		
Does your review include staff consultation?		
Are other related policies, such as absence and performance management, reviewed and updated to reflect your organisation's mental health strategy?		