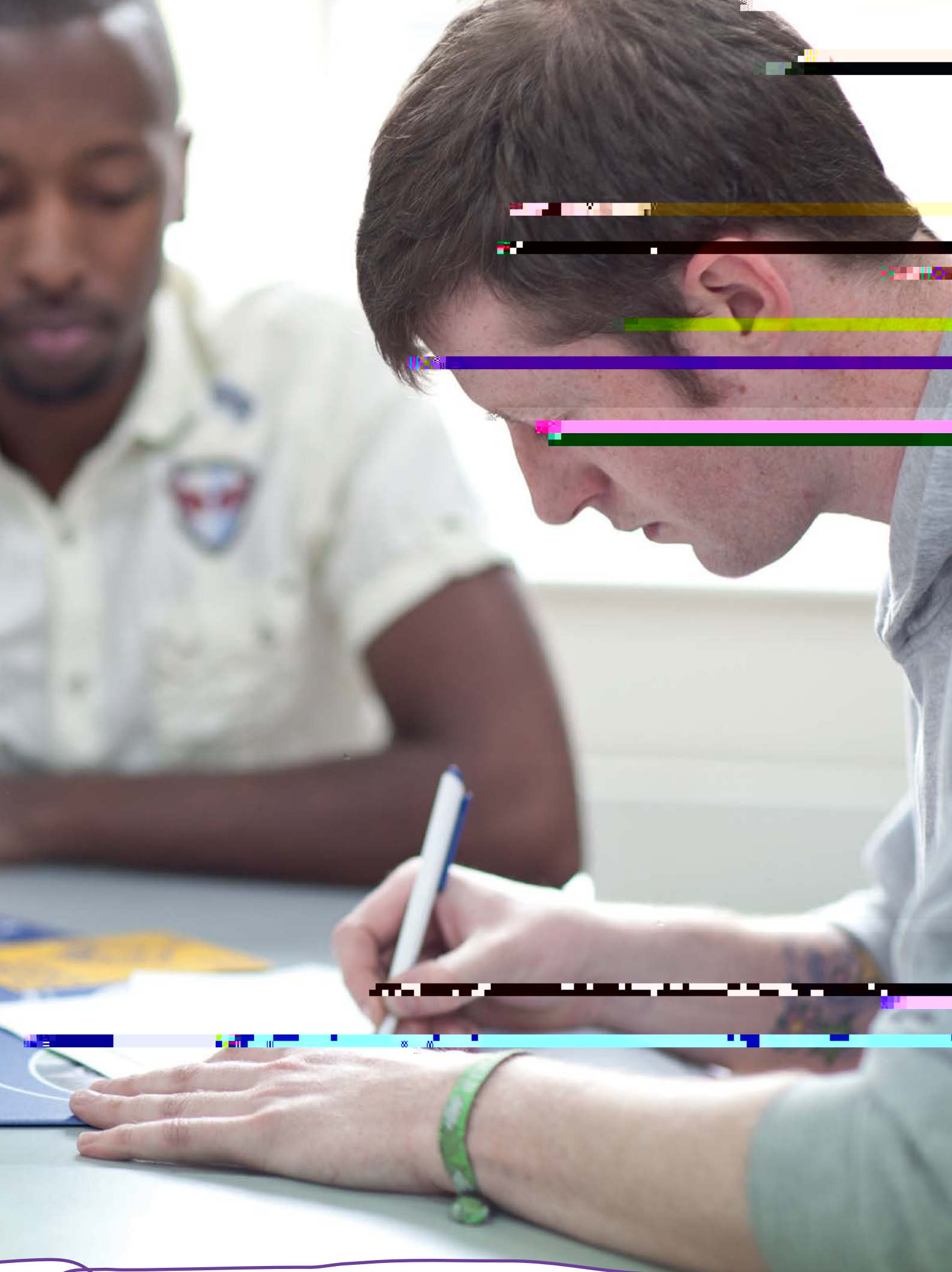






How to support your mental health at work

- Introduction 04
- Who is this guide for? 04
- Helpful definitions 05
- What is a Wellness Action Plan (WAP) and how can it help me?07
- What should a WAP cover?07
- How to get started with a WAP 08
- What if my manager has never used a WAP before? 08
- WAPs in action11
- Reasonable adjustments and the Equality Act 2010 12
- Top tips for staying well at work 14
- Wellness Action Plan template 15

Legal disclaimer

Mind is not providing legal advice but practical guidance – employers and employees may also need to obtain their own legal advice on the approach to take in any particular case.

Having clear policies and approaches for managing mental health helps organisations ensure consistency but in practice this may look different in different workplaces and contexts. For example small businesses may not have formal policies for every situation but can still develop a clear positive approach to mental health and communicate this effectively to staff.



The way employers view workplace wellbeing is changing.

The focus is shifting from reactive management of sickness absence to a more proactive approach of prevention through promoting wellbeing and improving employee engagement.

Employers are looking for new ways to address staff wellbeing, which led us to develop the Wellness Action Plan (WAP), a tool which helps all employees manage their mental health and wellbeing at work.

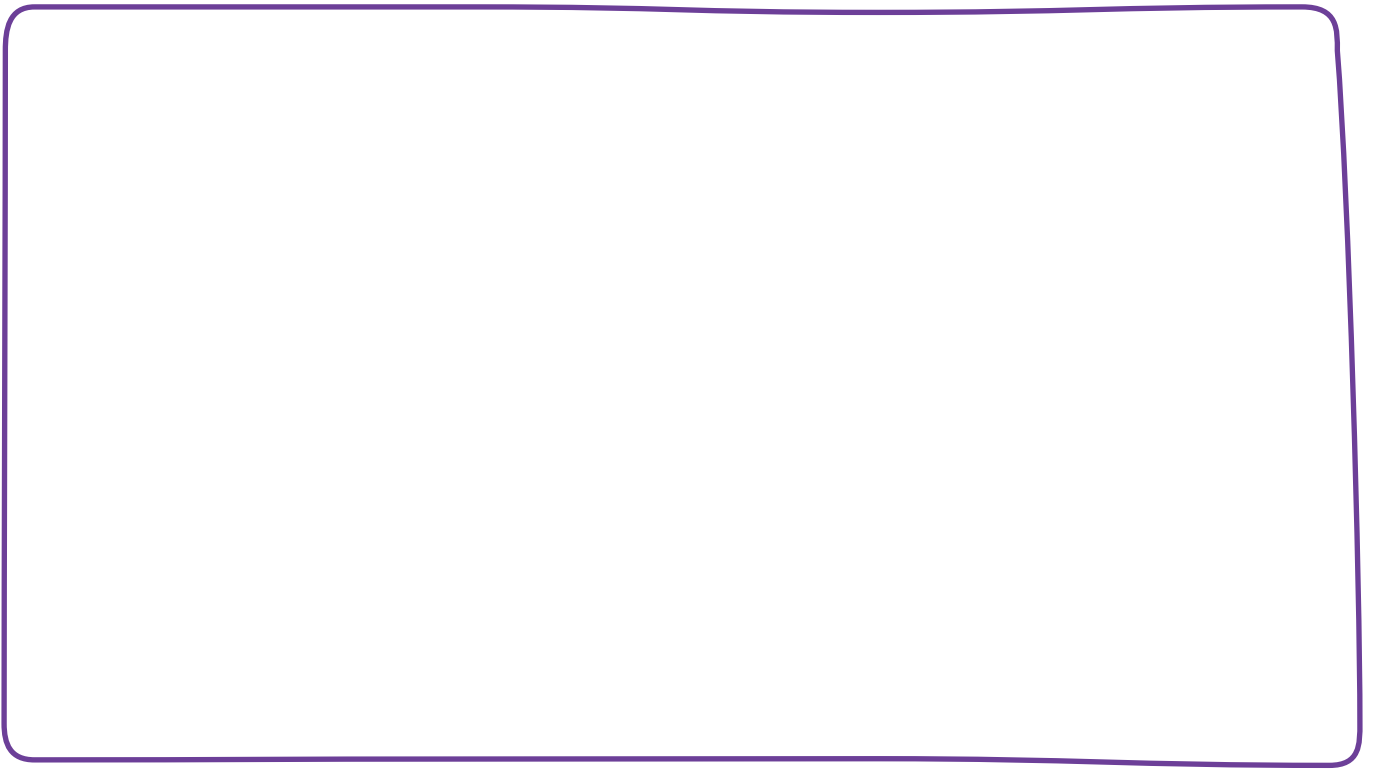
Mind's Workplace Wellbeing team provides guidance and support for employers on how to implement a comprehensive approach to managing staff mental health, including how to promote the wellbeing of staff, tackle the causes of work-related mental health problems and support staff who are experiencing a mental health problem.

This tool is one in a series of resources aimed at supporting staff mental health.

To read the full report, visit [www.mind.org.uk/workplace-wellbeing](#)

Mental health

We all have mental health, just as we all have physical health, and how we feel can vary from good mental wellbeing to difficult feelings and



1. Plan some time on your own to fill in your WAP
2. Schedule some confidential time with your manager to discuss it
3. Consider what it would be helpful for your manager to know before the meeting

What if my manager has never

used a WAP (05/18/14) (49(9a)5289(06N))7-(02/20/16(c)TjE02101.3027(w)6.5i0W9745(F(064M

Often the necessary change is one of attitude, expectations or communication rather than a major or costly change.

The agreed steps in these case studies were effective because they explored individual needs and put in place practical, easy to implement approaches or adjustments based on these needs.

Pete

I don't have a mental health problem but I think wellbeing and mental health shouldn't be something we only talk about when we get ill so, when my manager in my new job told me about the WAP and suggested I fill one in, I thought it would be a good opportunity to think about what makes me stressed at work and what helps me to perform well and be productive.

As part of my WAP, I identified that a few things cause me stress – for example, not being kept informed of developments in the organisation that

co 16hffecs m.3lj-Ta64(n)w4 o.7(c)-46(m)-5re7.7(t)-5(c)-4.pd-6(a)-8.3(n)12.5(d m)-53Ta64,5(h)2.7(t i)5.1(t)e .w(735.(A)2(r)e)5.9(l)59(11(2 w)-76t)1.3(.w(e)5.9or-0.9(ek3 TDi9(l)6-8.5.3(i)3(v)18.3(e)JUSpan#ActualText#EFFC

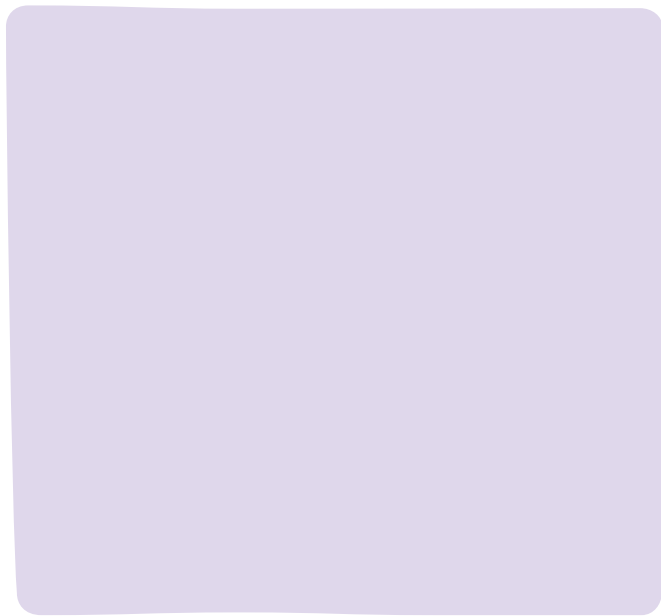
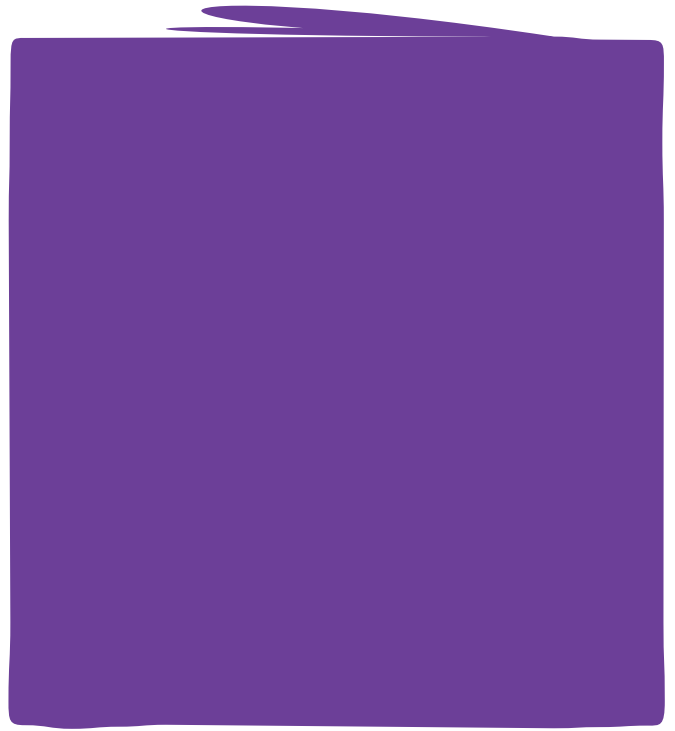
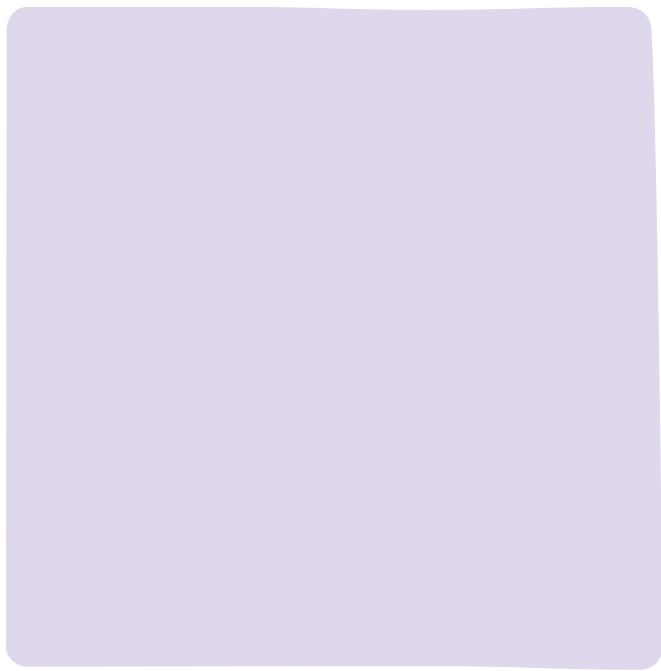
As a result of completing a WAP, you might discuss with your manager whether any reasonable adjustments are needed.

A reasonable adjustment is an alteration that an employer makes which enables an employee to continue with their duties without being at a disadvantage compared to others.

Under the Equality Act 2010, there is a legal duty on employers to make these reasonable adjustments for employees with a disability. Whether a mental health problem is defined as a disability or not, employers are encouraged to make adjustments for staff who are experiencing mental health problems.

The types of reasonable adjustments commonly made for people experiencing a mental health problem depends on the symptoms being experienced, and should be tailored to suit you. It also depends on the organisation's resources, so your manager needs to be aware of what the organisation is able to provide and what is defined as 'reasonable' when entering into a conversation.

For more information have a look at the government's [Reasonable adjustments for disabled workers guidance](#), Rethink Mental Illness's '[What's reasonable at work?](#)' guide and the [Acas website](#)



Taking action, however small, can improve your life at work or prevent stress developing in the first place.

You may be free to do some things without reference to anyone else, but some things you will need to negotiate, formally or informally, with colleagues or managers.

For further guidance on how to promote your wellbeing and proactively support your mental health at work, have a look at our booklet on [How to be mentally healthy at work](#) and the New Economic Foundation's [Five Ways to Wellbeing](#).

How to be mentally healthy at work also contains some useful information on if and how you might go about disclosing a mental health problem to HR or your manager.



7. Are there elements of your individual working style or temperament

9. What steps can you take if you start to experience poor mental health at work? Is there anything we need to do to facilitate them?

(For example you might like to take a break from your desk and go for a short walk, or ask your line manager for support)

10. Is there anything else that you would like to share?

Employee signature _____

Date _____

Line manager signature _____

Date _____

Date to be reviewed _____

Would your organisation benefit from our expert mental health training? We have a wide variety of courses, or we can tailor training to suit your needs.

Find out more at mind.org.uk/training or call 0844 448 4450

Mind
15 – 19 Broadway
Stratford
London
E15 4BQ

020 8519 2122
contact@mind.org.uk

mind.org.uk

 @MindCharity

 Facebook.com/mindforbettermentalhealth

 Follow us on LinkedIn

Need details of help and support in your local area?

Infoline 0300 123 3393

Text 86463

Email info@mind.org.uk

We also provide legal information and general advice on mental health related law.
Email legal@mind.org.uk

Mind's registered charity number: 219830