

Mental health and wellbeing policy template

{Remove this section once your policy is complete}

This template will help you develop a mental health and wellbeing policy for your organisation. Feel free to adapt the policy to suit the needs of your organisation and your specific goals around mental health and wellbeing in the workplace. There are also prompts throughout in **red** where you can personalise the policy.

All employees should have an opportunity to review and comment on your organisation's policy. Involve your people in the development process, get their ideas, get their feedback and get your entire workplace talking about mental health and wellbeing. The commitment and participation of your employees is essential to creating a supportive, responsive and productive working environment that benefits everyone.

Once you have finalised your policy and it has been approved by senior management, ensure you circulate the approved policy to all current employees and incorporate the policy in to any new employee induction processes.

Mental health and wellbeing policy

{Insert organisation name}

About this policy

Purpose

The purpose of this policy is for **{insert organisation name}** to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

{Insert organisation name} believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

Goals

{Insert organisation name}:

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate employees active participation in a range of initiatives that support mental health and wellbeing.

Scope

- This policy applies to all employees of **{insert organisation name}**, including contractors and casual staff.

Responsibility

All employees are encouraged to:

- understand this policy and seek clarification from management where required
- consider this policy while completing work-related duties and at any time while representing **{insert organisation name}**
- support fellow workers in their awareness of this policy
- support and contribute to **{insert organisation name}**'s aim of providing a mentally healthy and supportive environment for all workers.

All employees have a responsibility to:

- take reasonable care of their own mental health and wellbeing, including physical health
- take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Managers have a responsibility to:

- ensure that all workers are made aware of this policy
- actively support and contribute to the implementation of this policy, including its goals
- manage the implementation and review of this policy.

Communication

{Insert organisation name} will ensure that:

- all employees receive a copy of this policy during the induction process
- this policy is easily accessible by all members of the organisation
- employees are informed when a particular activity aligns with this policy
- employees are empowered to actively contribute and provide feedback to this policy
- employees are notified of all changes to this policy.

Monitoring and review

{Insert organisation name} will review this policy **{six/twelve}** months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from workers, the Health and Wellbeing Committee (if applicable), and management
- review of the policy by management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

Staff member

Title {e.g. Health and Wellbeing Coordinator}

Signature

Date

Manager

Title {e.g. CEO, General Manager}

Signature

Date

Date of next review