



MINDFUL EMPLOYER[®]

**By employers, for employers
Supporting you in recruiting & retaining staff
Making it healthier to talk about mental health**

INFORMATION PACK

CREATING BRIDGES

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Working in Partnership with

MINDFUL EMPLOYER

**WorkWAYS King Street Business Centre 7-9 King Street Exeter EX1 1BQ
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mindfulemployer.net



MINDFUL EMPLOYER®

Stress, depression and anxiety are estimated to be the cause of more working days lost than any other work-related illness. (*Health & Safety Statistics 2007/08*)

For some, the link between stress and mental ill health may be a new one. We all need and, to a degree, thrive on pressure: it gives us energy, helps with performance and inspires confidence. But excessive pressure can lead to stress. And when stress becomes harmful – perhaps due to too much (or too little) work, inadequate training to do the job, poor working relationships, family and personal pressures or other factors – this can lead to other mental health issues such as anxiety and depression.

The term mental ill health can also include schizophrenia, bi-polar disorder (manic depression), psychosis, obsessive compulsive disorder (OCD) and can be associated with drug and alcohol abuse and eating disorders (e.g. anorexia nervosa and bulimia nervosa).

Designed and led by employers, MINDFUL EMPLOYER aims to increase awareness of mental ill health and provides information and support for employers in the recruitment and retention of staff.

Creating Bridges is working in partnership with MINDFUL EMPLOYER, which is facilitated by WorkWAYS, a service of Devon Partnership NHS Trust. MINDFUL EMPLOYER® is a Registered Trade Mark of Devon Partnership NHS Trust.

Why be a MINDFUL EMPLOYER?

MINDFUL EMPLOYER is not a target or a policy to implement – it's completely voluntary.

Being a MINDFUL EMPLOYER...

- ✓ Shows employees and others that you are a good employer
- ✓ Expresses corporate social responsibility
- ✓ Reduces recruitment and training costs
- ✓ Helps towards complying with legislation (e.g. DDA, Health & Safety)
- ✓ Reduces sickness levels
- ✓ Enhances customer service
- ✓ Improves productivity
- ✓ Makes your company more attractive to people with mental health issues and others
- ✓ Helps retain staff who have experienced discrimination in the past
- ✓ Makes a healthier workplace

**With the right support,
people with mental health issues can & do stay in work.**

**With the right support,
you can continue to deliver your business.**

Key Principles

MINDFUL EMPLOYER has four key principles:

By Employers, For Employers

MINDFUL EMPLOYER is led by employers and is for employers. It's about increasing awareness of mental health, helping you deliver your business, providing support networks and information, and making it healthier to talk about mental health.

Good Practices not 'Great Promises'

MINDFUL EMPLOYER is concerned with helping you in recruiting and retaining valued and talented members of staff. It is completely voluntary and will support you as an employer to work towards putting its principles in to practice in ways which are sensible, achievable and realistic.

Adapted and Adopted

You are the expert on your business. MINDFUL EMPLOYER will support you in adapting its principles within your own policies, structure and culture, adopting them for the longer-term benefit of your staff.

Safe People not Scary Places

52% of people with a psychiatric history have concealed this fact from their employer for fear of losing their job. Mental ill health remains an area of fear and stigma for many. By being a MINDFUL EMPLOYER you will demonstrate that you are willing to enable disclosure of mental ill health to take place without fear of rejection or prejudice.

How will this be achieved?

It takes time. Changing attitudes and workplace culture does not happen quickly and the key principles of MINDFUL EMPLOYER are ones which employers can *work towards* and implement *within* the normal policies and practices of their company. Support is available for you in working towards the aspirations of the initiative. What form that assistance takes is very individual. It may come from within your own company or from other employers. Health professionals and support organisations can also help. It could, for example, be someone to talk to, advocacy in a meeting, information about mental health, help managing workloads, an alarm call because medication causes drowsiness or assistance in travelling to and from work. Where possible, we will put you in touch with people who are local to you. Through its network of employers, health professionals and support organisations, MINDFUL EMPLOYER helps enable easier access to advice, information and practical, local support.

Your experience can also help develop this new initiative. We welcome your ideas, suggestions, observations and expertise in developing the initiative so please contact us – tel: 01392 208833 or info@mindfulemployer.net

What does it cost?

MINDFUL EMPLOYER has operated free of charge since October 2004. The UK-wide popularity of the initiative and the need to maintain high standards is generating increased costs for the small team based at WorkWAYS. From 1 April 2009, a one-off New Signatory Administration Fee for employers signing the Charter is payable – £50 (under 50 employees); £75 (50-250); £100 (250+). A fee is also payable when the Charter Review takes place 2 years after signatory and then every 3 years after that - £75 (under 50); £110 (50-250) or £150 (250+) per review (i.e. not per year).

More details at www.mindfulemployer.net/charter.html



Charter for Employers who are Positive About Mental Health

The Charter for Employers who are Positive About Mental Health is one aspect of MINDFUL EMPLOYER.

The Charter is a voluntary agreement which seeks to support employers in working within the spirit of its positive approach. It's not legally enforceable and doesn't negate the need for you to get the right person with the right experience, qualifications and skills for the job. Whether you are a small, medium or large employer, the Charter fully respects there will be many different priorities, policies and practices which influence the way you recruit and retain staff – you are the expert on your business.

Support, training and assistance will be available from Creating Bridges, WorkWAYS and other MINDFUL EMPLOYERS to work with you in implementing and reviewing your commitment to it. You can be involved in MINDFUL EMPLOYER without signing up to the Charter but many are using the Charter as a tangible display of their commitment to improving the working lives of their staff. It's different from IiP, Disability Symbol, Chartermark and similar accreditations: the Charter is about *working towards* the principles of it not the immediate fulfilment of them – signing up is a step along a journey not the end of it.

By signing up to the Charter you will

- ✓ Show that your company is *working towards* the aspirations of the Charter
- ✓ Be supported in putting its principles in to practice
- ✓ Receive a personalised Charter showing your company name and logo
- ✓ Be able to use the MINDFUL EMPLOYER® logo on your job advertisements, websites and literature

You will be asked to review your commitment to the Charter two years after signature and provide evidence of the progress you are making. The Review is intended to be a supportive process in keeping with the overall philosophy of MINDFUL EMPLOYER – it's not an inspection! However, if you do not complete the Review process we do reserve the right to revoke your use of the Charter and logo. Payment of the Administration Fee is also a requirement of continued use. The Review is carried out by WorkWAYS. For more information visit www.mindfulemployer.net/charter.html

MINDFUL EMPLOYER® is a Registered Trade Mark and the logo can only be used by employers who have signed the Charter and supporting organizations such as Creating Bridges who have a Partnership Agreement.

The Charter – which is shown on the next page – has been compiled in conjunction with employers supporting the MINDFUL EMPLOYER initiative. A full list of Charter signatories is shown on the website.

To sign the Charter, simply complete the 'Our Response' form in this pack.

Charter For Employers Who Are Positive About Mental Health

As an employer we recognise that:

- ✓ People who have mental health issues may have experienced discrimination in recruitment and selection procedures. This may discourage them from seeking employment.
- ✓ Whilst some people will acknowledge their experience of mental health issues in a frank and open way, others fear that stigma will jeopardise their chances of getting a job.
- ✓ Given appropriate support, the vast majority of people who have experienced mental ill health continue to work successfully as do many with ongoing issues.

As an employer we aim to:

- ✓ Show a positive and enabling attitude to employees and job applicants with mental health issues. This will include positive statements in local recruitment literature.
- ✓ Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act, and given appropriate interview skills.
- ✓ Make it clear in any recruitment or occupational health check that people who have experienced mental health issues will not be discriminated against and that disclosure of a mental health problem will enable both employee and employer to assess and provide the right level of support or adjustment.
- ✓ Not make assumptions that a person with a mental health issue will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- ✓ Provide non-judgemental and proactive support to individual staff who experience mental health issues.
- ✓ Ensure all line managers have information and training about managing mental health in the workplace.

Our Response

Being a Charter signatory demonstrates your commitment to your employees, new recruits and the promotion of good working practices.

We sign the Charter for Employers who are Positive About Mental Health

We undertake to use the MINDFUL EMPLOYER® name and logo correctly and to pay the Administration Fees when requested. We understand our commitment to the Charter will be initially reviewed in 2 years time.

Signed

Date

Name (PRINT)

Position (PRINT)

To be signed by CEO/MD/Owner/Head of Personnel or HR (or of similar standing within the organisation)

The details shown above will appear on the Charter itself. The date shown will be the date of signatory to be used for Review purposes.

On receipt of this form, the contact person named below will be sent:

- ✓ The Charter showing the your company name, details shown above & logo (if requested*)
- ✓ The MINDFUL EMPLOYER logo with guidance on how and where to use it
- ✓ Guidance on working towards the aspirations of the Charter
- ✓ Details of the Review procedure & administration fees
- ✓ Comments and complaints procedure
- ✓ Posters to display in your workplace(s)
- ✓ Guidance on news releases
- ✓ Free sample of MINDFUL EMPLOYER leaflets
- ✓ Invoice for the New Signatory Administration Fee (if signing after 1.4.09)

You will receive 5 copies of the Charter for to display in your workplace(s). If you would like extra copies please contact us. *If you would like to add your logo to the Charter, please e-mail it to info@mindfulemployer.net and tick this box to show you have done so

Please complete the following information in full (BLOCK CAPS throughout please):

Company Name:

Contact Name:

Position:

Address:

Postcode:

Tel No:

Website:

E-mail:

Sector: Public/Private/Voluntary

No. Employees (i.e. all paid staff; not based on full-time equivalent posts and not including volunteers):

Please send to:

MINDFUL EMPLOYER WorkWAYS 7-9 King Street Exeter EX1 1BQ

Details will also be passed to Creating Bridges

MINDFUL EMPLOYER Leaflets

The leaflet is a general introduction to MINDFUL EMPLOYER. Copies could be given to directors, managers, employees, HR/Occupational Health Advisors, union reps etc. You may like to put them in staff rooms, on noticeboards or send them out with wage/salary slips or pass them to your contacts in other businesses and employer networks. It's up to you how to use them.

PRICES

Free sample available from WorkWAYS. Leaflets can be purchased in multiples of 25, 100 & 1000.

£8.70 per 25 copies

£29.55 per 100 copies

£254.10 per 1000 copies

(Example: 50 copies $£3.48 \times 5 = £17.40$; 250 copies $£29.55 \times 2 + £3.48 \times 5 = £76.50$)

- ✓ Prices exclude postage (added at Royal Mail rates).
- ✓ All orders will be invoiced on despatch – *please do not send money with order*

Overprinting with your logo is available at additional cost according to quantity – see below.

Prices correct as at January 2009. VAT exempt. Prices may be subject to change.

MINDFUL EMPLOYER Leaflets

Order Form

Please tick boxes as applicable

- Please supply _____ (insert *total number* required) MINDFUL EMPLOYER leaflets
- We do not require overprinting
- We would like overprinting (minimum quantity of 250 leaflets) with your logo and the following text (printed below your logo):

Signatory to Charter for Employers who are Positive About Mental Health

If choosing overprinting, WorkWAYS will notify you of cost before finalising your order.
Please e-mail your logo to info@mindfulemployer.net

Order to be delivered to:

Name:

Position:

Company name:

Address (inc Postcode):

Tel:

E-mail:

Please do not send money with order – you will be invoiced

Send completed form to:

MINDFUL EMPLOYER Leaflets WorkWAYS 7-9 King Street Exeter EX1 1BQ