



# MINDFUL EMPLOYER®

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

## INFORMATION PACK

### CREATING BRIDGES

Laurel House 41 Old Dover Road Canterbury Kent  
07881 816232 [lynn.marchant@kmpt.nhs.uk](mailto:lynn.marchant@kmpt.nhs.uk)  
[www.kentmindfulemployer.net](http://www.kentmindfulemployer.net)

### Working in Partnership with

#### MINDFUL EMPLOYER

Workways Second Floor 11-15 Dix's Field Exeter EX1 1QA  
01392 677064 [info@mindfulemployer.net](mailto:info@mindfulemployer.net)

**[mindfulemployer.net](http://mindfulemployer.net)**



Join us on LinkedIn®



## **MINDFUL EMPLOYER®**

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. 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 – it can lead to mental ill health conditions 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).

Stress, depression and anxiety are estimated to be the cause of more working days lost than any other work-related illness and may have a major impact on the running of your business. People experiencing mental ill health may have access to a lot of support for themselves so who's there to support you as an employer? Who's there to support line managers, directors, trustees, HR, occupational health and other colleagues?

Designed and led by employers, MINDFUL EMPLOYER provides you with easier access to the right information and local support in the recruitment and retention of staff. The initiative also aims to increase awareness understanding of mental ill health and recovery from such difficulties.

Creating Bridges is working in partnership with MINDFUL EMPLOYER, by Workways, a service of Devon Partnership NHS Trust, which provides information, advice and practical support for people whose mental health affects their ability to find or retain employment, training, education or voluntary work. 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. Equality Act, 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 677064 or [info@mindfulemployer.net](mailto:info@mindfulemployer.net)

## What does it cost?

Accessing the website and contacting MINDFUL EMPLOYER for support and information are free.

Employers signing the Charter for Employers who are Positive About Mental Health pay an administration fee and then again when their commitment is reviewed – over a 5 year period this could cost as little as £25 per year – more details on page 3 and at [www.mindfulemployer.net/charter.html](http://www.mindfulemployer.net/charter.html)

Mental health awareness sessions and training courses are charged at an appropriate rate.



## Charter for Employers who are Positive About Mental Health

The Charter is not an accreditation or a set of quality standards nor a policy or a target.

**It's voluntary. It's a set of aspirations.**

The Charter – which is shown on the next page – has been compiled in conjunction with employers supporting the MINDFUL EMPLOYER initiative. The Charter is about *working towards* the principles of it – signing up is a step along a journey not the end of it. It's 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.

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 etc

You will be asked to review your commitment to the Charter two years after signing and to 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 Fees is also a requirement of being a signatory. New Signatories pay a one-off Administration Fee: £50 (under 50 employees); £75 (50-250); £100 (250+). A fee is also payable when the Charter Review takes place two years after signatory and every three years thereafter - £75 (under 50); £110 (50-250) or £150 (250+) per review (i.e. not per year).

MINDFUL EMPLOYER® is a Registered Trade Mark and the logo can only be used by employers who have signed the Charter and supporting organisations such as Creating Bridges who have signed a Partnership Agreement. A full list of current signatories is shown on the website at [www.mindfulemployer.net/charter.html](http://www.mindfulemployer.net/charter.html)

**To sign the Charter, simply complete the 'Our Response' form on pages 5 & 6 of 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 Equality Act 2010, 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

**We sign the Charter for Employers who are Positive About Mental Health.** We undertake to use the MINDFUL EMPLOYER<sup>®</sup> name and logo correctly and to pay Administration Fees when requested.

We understand our commitment to the Charter will be initially reviewed in 2 years time and every 3 years thereafter and will inform Workways if we no longer wish to be a signatory.

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:

- ✓ Printed copies of the Charter showing the your company name & 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 Charter Review procedure & administration fees
- ✓ Comments and complaints procedure
- ✓ Posters to display in your workplace(s) & free sample of MINDFUL EMPLOYER leaflets

You will receive 5 printed copies of the Charter 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](mailto: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:**

**No. Employees:**

(i.e. all paid staff; not full-time equivalent posts and not including volunteers)

**Sector:** Public/Private/Voluntary

**Contact Name:**

**Position:**

**Address:**

**Postcode:**

**Tel No:**

**Website:**

**E-mail:**

**How did you first hear about MINDFUL EMPLOYER?**

Details will also be passed to Creating Bridges

***Continued on page 6...***

# Our Response (continued)

MINDFUL EMPLOYER is run by Workways, a service of Devon Partnership NHS Trust. Employers who sign the Charter for Employers who are Positive About Mental Health pay a New Signatory Administration Fee. When your signatory is reviewed in two years time, a further administrative fee will become due and then subsequently every three years for as long as you remain a signatory (please note: this is not an annual fee).

## New Signatory Administration Fee

Please tick which fee New Signatory Administration Fee applies to your organisation:

£50 (under 50 employees)  £75 (50-250)  £100 (250+)

*The fee is VAT exempt*

## Payment Methods

All payments are made to **Devon Partnership NHS Trust** (NB Not MINDFUL EMPLOYER). Please choose **one** of the following methods

### (1) BACS – the preferred method – to:

Sort code: 08-33-00      Account Number: 12274647      Reference: Mindful Employer (New)

Please tick box to confirm payment made by your finance department/office

The Charter and other information shown on page 5 will be sent once payment has been received.

### (2) Cheque – payable to ‘Devon Partnership NHS Trust’. Send to: MINDFUL EMPLOYER, Workways, Second Floor, 11-15 Dix’s Field, Exeter EX1 1QA

Please tick to confirm enclosure of cheque with this form

### (3) Invoice

If choosing this method, Devon Partnership NHS Trust will send an invoice to the person shown as the ‘Contact Name’ on page 5. Please attach details of invoice address if different from that on page 5. Invoices to be settled within 30 days. Purchase Orders to be addressed to Devon Partnership NHS Trust, Wonford House, Dryden Road, Exeter EX2 5AF but sent to Workways at address shown below.

We wish to pay by Purchase Order\* (enclosed/to follow\*) / Invoice\*

\*Delete as appropriate.

The Charter and other information shown on page 5 will be sent once payment has been received.

## Declaration

I confirm that our organisation will pay the New Signatory Administration Fee, which is non-refundable.

Signed .....

Name (Print) ..... Date .....

**Please send pages 5 & 6 to:**

**MINDFUL EMPLOYER, Workways, Second Floor, 11-15 Dix’s Field, Exeter EX1 1QA**