

Mental Health & Wellbeing Policy

General Statements of Policy

We believe the mental health and wellbeing of our staff is key to organisational success and sustainability and are fully committed to establish, promote, and maintain the mental health and wellbeing of all staff through workplace practices.

The Directors are responsible for the implementation of this policy across the office. Tricia Akers will implement this policy on their behalf.

Aim

This policy aims to promote a workplace culture that supports the mental health and wellbeing of all staff by raising awareness of mental and physical wellbeing across the business.

Objectives

- To create a supportive workplace culture that promotes mental health and wellbeing and prevents discrimination of any kind
- To increase employees' knowledge and awareness of mental health and wellbeing issues
- Provide ways for staff to support their own mental wellbeing through physical activity and healthy eating
- Promote office social events, office activities for all staff to enjoy
- Promote Cycle to Work scheme

Responsibility

Managers have the responsibility to:

- ensure all workers are made aware of this policy
- manage the implementation and review of this policy
- create a culture that supports the promotion of awareness of healthy eating for both physical and mental wellbeing
- offer help, impartial support, and guidance to those with well-being and mental health issues. Point them in the direction of specialist contacts to gain relevant advice and support.
- discuss any concerns they may have regarding mental health and wellbeing of a colleague, if appropriate, with the Practice Manager or Director.
- assist those returning to work after a period of ill health
- Monitor and take action to address long working hours

Employees have a responsibility to take reasonable care:

- For their own mental health and wellbeing, including physical health and healthy eating
- Their actions do not affect the health and safety of other people in the workplace

Aims

Managers to encourage staff to:

- Take lunch breaks away from their desks: Several areas are provided throughout the office for staff to eat lunch and socialise: (halfmoon desk on the ground floor, upper mezzanine meeting area and outside roof terrace (weather permitting)).
- The roof terrace provides table and bench seating for staff to utilise during the warmer months to socialize. A raised planting area on the roof terrace is available for edibles to be grown.
- Use Microsoft Teams Viva Insights, where they can improve work life balance using Focus plan, schedule regular breaks and source mindfulness sessions.
- A secure bike store has been created to encourage staff to cycle to work. A cycle to work scheme is available for employees to purchase a bike or cycling equipment.

Employees are encouraged to:

- Consider the policy whilst completing work-related duties and at any time while representing the company
- Plan out your day, work and goals each morning before you start
- Take breaks and schedule personal time during working day
- Support fellow workers in their awareness of this policy
- Keep a 'daily habits' diary for a few weeks and honestly review the way you work

Communication

The workplace mental health and wellbeing policy will be included in the induction of new employees and will also be made available to all staff each year.

External bodies:

The Architects Benevolent Society

Support is impartial, confidential, and flexible. <https://www.absnet.org.uk/get-help/>

They offer support for the architectural community and their families and can help you in a range of ways during your working life, or once you have retired.

If you are an architect, landscape architect or architectural technologist, or have been an employee for an architectural practice in the UK they may be able to help.

Counsellors and Therapists in and near Nottingham

<https://www.counselling-directory.org.uk>

Mind

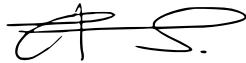
Mind, the mental health charity.

<https://www.mind.org.uk/information-support/helplines/>

Samaritans

Help Line : 0116 123 is a new phone number to help people get help in a mental health crisis. This line is dedicated for anyone in need of mental health assistance of any kind.

Tricia Akers



Checked & distributed by:

Sheila Webster

