

Mental Health and Wellbeing Policy

1. Introduction

1.1 At Bristol Together CIC, we recognise the importance of mental health and wellbeing in maintaining a supportive and productive workplace. We are committed to promoting a culture of openness, inclusivity, and support, where employees feel empowered to prioritise their mental health and seek help when needed. This policy outlines our commitment to fostering a positive working environment that promotes mental wellbeing, and the steps we take to support our employees' mental health.

2. Purpose

- 2.1 Promote mental health and wellbeing within the workplace.
- 2.2 Support employees who may be experiencing mental health challenges.
- 2.3 Encourage open conversations around mental health and reduce stigma.
- 2.4 Provide resources and training to help employees and managers identify and address mental health issues early.
- 2.5 Ensure a safe, supportive, and inclusive workplace for all employees.

3. Scope

- 3.1 All employees of Bristol Together CIC, including full-time, part-time, and contract staff.
- 3.2 Any workplace activity or event where mental health and wellbeing support may be needed.
- 3.3 All levels of management who have a responsibility to promote and support mental health initiatives.

4. Principles

- 4.1 Promoting Awareness
 - 4.11 Raise awareness about mental health through training and communication.
 - 4.12 Encourage employees to speak openly about mental health without fear of judgment or discrimination.



4.13 Provide resources and information on mental health support services available within the organisation and externally.

4.2. Reducing Stigma

4.21 Foster a supportive workplace culture that eliminates stigma surrounding mental health issues.

4.22 Ensure that mental health is treated with the same importance as physical health in the workplace.

4.3. Providing Support

4.31 Offer confidential support to employees experiencing mental health challenges through our Employee Assistance Program (EAP) and other wellbeing initiatives.

4.4. Early Intervention and Prevention

4.41 Encourage early identification of mental health issues through regular check-ins and wellbeing assessments.

4.42 Equip managers and supervisors with the training and tools to recognise signs of mental health issues and to respond appropriately.

4.5. Promoting Work-Life Balance

4.51 Support flexible working arrangements and other policies that promote a healthy work-life balance.

4.52 Encourage employees to take regular breaks, annual leave, and time off to recharge and reduce stress.

5. Responsibilities

5.1 Management

5.11 Provide leadership in promoting mental health awareness.

5.12 Create an inclusive and supportive environment where employees feel safe discussing mental health concerns.

5.13 Monitor workloads to ensure they are manageable and address issues of stress or burnout early.

- 5.14 Ensure that appropriate training is provided for managers to identify and support employees facing mental health challenges.
- 5.2 Employees
 - 5.21 Take responsibility for their own mental health and wellbeing, seeking support when needed.
 - 5.22 Participate in mental health initiatives and training provided by Bristol Together CIC.
 - 5.23 Support colleagues by fostering a non-judgmental and caring environment.
- 5.3. Mental Health First Aiders
 - 5.31 Provide first-line support to employees experiencing mental health challenges.
 - 5.32 Listen, offer guidance, and signpost employees to appropriate support services or resources.
 - 5.33 Maintain confidentiality and respect the privacy of individuals seeking help, unless there is a risk of harm.

6. Mental Health and Wellbeing Support

- 6.1 Employee Assistance Program (EAP): A confidential service that offers counselling, mental health advice, and practical support for personal and work-related issues.
- 6.2 Mental Health First Aiders: Trained employees who can offer initial support and guidance for mental health concerns.
- 6.3 Flexible Working Options: To support work-life balance and reduce stress, we offer flexible hours and remote working options where possible.
- 6.4 Wellbeing Activities: We offer regular wellbeing workshops, activities, and resources focused on stress management, mindfulness, and physical health.

7. Procedures

- 7.1. How to Raise a Concern
 - 7.11 Employees are encouraged to speak to their manager about their own mental health or the wellbeing of a colleague.
 - 7.12 All discussions will be treated with confidentiality and sensitivity.
- 7.2. Response to Concerns



- 7.21 Managers will work with the employee to identify appropriate support, which may include adjustments to the work environment, workload, or access to external support services.
- 7.22 If necessary, a referral to external professional services may be made to ensure the employee receives the right level of care.

8. Confidentiality

- 8.1 Bristol Together CIC respects the confidentiality of employees' mental health concerns and will only share information with relevant individuals with the employee's consent, except where there is a risk of harm to the individual or others.

9. Conclusion

- 9.1 Bristol Together CIC is committed to creating a workplace that promotes positive mental health and supports employees in maintaining their wellbeing. By fostering a supportive, open, and understanding environment, we aim to help our team thrive both personally and professionally.

Paul Morgan, Managing Director

Bristol Together CIC

For inquiries or further information about this Mental Health and Wellbeing policy, please contact Paul Morgan at paulmorgan@bristoltogether.co.uk.

Review Cycle:	Date of Review:	Reviewed by:	Next Date of Review:
Annual	01/08/2024	Paul Morgan – Managing Director	01/08/2025