



## **Mental Wellbeing Statement**

Last updated 17/01/2022

### **The need for a Mental Wellbeing Statement**

We at PACT are passionate to respond to the high level of mental and emotional strain that the Dog Training and Behavioural sector can put on professionals, one of our Directors' main focus will be on this area.. There is a reason why Dog Trainers and Behaviourists are sometimes considered to be “Counsellors”, alongside supporting non-human animals, much, if not most of a professionals time is spent coaching, mentoring and supporting humans who have reached out at a last resort, dealing with family disputes or helping guardians through tough decisions.

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting mental wellbeing is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing is relevant to all employees, members and students of PACT and we believe that everyone can contribute to improved mental wellbeing

We are committed to learning from actions put in place in the Human Counselling sector, and following engagement with our members, over time we plan to introduce a dedicated support programme for our Members and Students, this is likely to include:

- Mentoring Scheme
- Coaching Sessions
- Counselling Support

- Creating a supportive and welcoming community online and at times and where possible in person

This mental wellbeing policy covers the following aspects of mental health and wellbeing:

### **Promotion of mental wellbeing**

Promoting the mental wellbeing of all staff through:

- providing information and raising awareness about mental wellbeing
- providing opportunities for employees to look after their mental wellbeing
- promoting policies and practices that promote wellbeing.

### **Management skills**

Developing skills for managers and supervisors to:

- promote the mental wellbeing of employees
- deal with issues around mental health and stress effectively.

### **Support**

Providing support to employees through:

- providing a work environment that promotes and supports mental wellbeing for all employees
- offering assistance, advice and support to people who experience a mental health problem while in employment
- support for staff returning to work after a period of absence due to mental health problems.

### **Employment**

Helping people get back to work after a period of absence due to mental illness through:

- recruitment practices
- making reasonable adjustments

- retaining staff who develop a mental health problem.

## **Scope**

Mental ill health and stress can affect anyone, regardless of their position in the organisation. This policy applies equally to all employees.

The implementation of this policy will also be supported by other health and safety policies, eg, sickness absence, alcohol, drug and substance misuse, and bullying and harassment.

## **Objectives**

To tackle workplace factors that may negatively affect mental wellbeing, and to develop management skills to promote mental wellbeing and manage mental health problems effectively.

As an employer we aim to create and promote a workplace environment that supports and promotes the mental wellbeing of all employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, and environmental and social conditions that have the potential for psychological as well as physical harm.

Policy actions:

- Give employees information on and increase their awareness of mental wellbeing.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress-buster activities and social events.
- Offer employees flexible working arrangements that promote their mental wellbeing.
- Give all staff the opportunity to influence how they do their jobs, scope for varying their working conditions as far as possible, and opportunities to develop and fully utilise their skills.

- Set employees realistic targets that do not require them to work unreasonable hours.
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- To develop a culture based on trust, support and mutual respect within the workplace.
- As an employer we aim to create and promote a culture where employees are able to talk openly about their job and mental health problems and to report difficulties without fear of discrimination or reprisal.

#### Policy actions:

- Give non-judgemental and proactive support to individual staff who experience mental health problems.
- Deal sympathetically with staff experiencing mental health problems due to circumstances outside the workplace, and who consequently find it difficult to do their jobs properly.
- Give new employees a comprehensive induction programme providing an understanding of the organisation, the established policies and procedures, and the role they are expected to carry out.
- To provide support and assistance for employees experiencing mental health difficulties.

## Policy actions:

- Ensure individuals experiencing mental health problems are treated fairly and consistently and are not made to feel guilty about their problems.
- Encourage staff to consult the occupational health department (if there is one), their own GP, or a counsellor of their choice.
- Investigate the contribution of working conditions and other organisational factors to mental ill health and remedy this where possible.
- In cases of long-term sickness absence, put in place, where possible, a graduated return to work.
- Make every effort to identify suitable alternative employment, in full discussion with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.
- To positively encourage the employment of people who have experienced mental health problems by providing fair and non-discriminatory recruitment and selection procedures.
- As an employer we recognise that people who have, or have had ill mental health may have experienced discrimination in recruitment and selection procedures. This may discourage them from seeking employment. While some people will acknowledge their experience of mental health issues openly, others may 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 that experience ongoing mental ill health.

Policy actions:

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

To recognise that workplace stress is a health and safety issue, and acknowledge the importance of identifying and reducing workplace stressors.

Policy actions:

- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- Consult with trade union safety representatives on all proposed actions relating to the prevention of workplace stress.
- Provide training in good management practices, including those related to health and safety and stress management.
- Provide confidential counselling for staff affected by stress caused by either work or external factors.

- Provide adequate resources to enable managers to implement the organisation's agreed workplace mental wellbeing policy.

Responsibilities:

Everyone has a responsibility to contribute to making the workplace mental wellbeing policy effective.

Managers have a responsibility to:

- Monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Assist and support employees who are known to have mental ill health or are experiencing stress outside work – for example due to bereavement or separation.
- Ensure staff are provided with the resources and training required to carry out their job.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking, and monitor holidays to ensure that staff are taking their full entitlement.
- Ensure staff are provided with meaningful developmental opportunities.
- In addition, senior management will ensure that staff performing a management or supervisory function have sufficient competence to discharge that function in a manner consistent with the maintenance of mental health in the workplace.

Human resources staff have a responsibility to:

- Organise training and awareness courses on workplace mental wellbeing in conjunction with suitable experts.
- Provide advice and support to employees and managers in relation to this policy.
- Monitor and report on levels of sickness absence which relate to mental ill health including stress-related illness (in conjunction with the occupational health service and departmental managers).

Employees have a responsibility to:

- Raise issues of concern and seek help from their safety representative, line manager, human resources or occupational health department, or use the Employee Assistance Programme if one is provided.
- Accept opportunities for counselling when recommended.

## **Review and Monitoring**

The human resources department (or an individual as appropriate) will be responsible for reviewing the workplace mental wellbeing policy and monitoring how effectively the policy meets its aims and objectives.

Indicators to measure effectiveness could include:

- working hours and patterns
- accidents at work
- staff complaints
- staff sickness levels
- staff turnover
- use of occupational health or counselling services
- employee survey

- early retirement through ill mental health
- exit interviews.

### **Updating this Policy**

PACT Dogs Ltd reserves the right to amend and update this policy. The policy will be reviewed annually after to ensure that it remains relevant.