# Mental health and wellbeing policy template

**{Remove this section once your policy is complete}**

This template is designed to assist your organisation develop a mental health and wellbeing policy for your organisation. It is recommended that you adapt the policy to suit the needs of your organisation and your specific goals around mental health and wellbeing in the workplace. There are prompts throughout in **red** where you can personalise the policy.

The commitment and participation of your employees is essential to creating a supportive, responsive and productive working environment that benefits everyone. Employees should be engaged in every step of the process- involve your people in the development process, get their ideas, get their feedback and get your entire workplace talking about mental health and wellbeing.

Once you have finalised your policy and it has been approved by senior management, ensure you circulate the approved policy to all staff and incorporate the policy in any induction/onboarding processes.

Developing a mental health and wellbeing policy is a great start — putting these principles into action is the next step. The [‘Developing a workplace mental health strategy: A how to guide for organisations’](https://das.bluestaronline.com.au/api/prism/document?token=BL/1833) will guide you to systematically develop and implement a plan to create a mentally healthy workplace.

# Mental health and wellbeing policy

**{Insert organisation name}**

## About this policy

### Purpose

The purpose of this policy is for **{insert organisation name}** to protect, support and promote the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

**{Insert organisation name}** is committed to promoting positive mental health and wellbeing and believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

### Scope

* This policy applies to all employees of **{insert organisation name}**, including contractors, casual staff and volunteers (where applicable).

### Goals

**{Insert organisation name}** aims

* To build and promote a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment)
* To increase employee knowledge and awareness of mental health and wellbeing issues and behaviour
* To encourage staff to talk openly about mental health and reduce stigma around depression, anxiety and suicide
* To support staff with a mental health condition regardless of cause
* To actively identify, assess and minimise risks related to mental health and wellbeing
* To promote positive mental health and wellbeing
* To facilitate and encourage employees’ access and active participation in a range of initiatives that support mental health and wellbeing.

### Responsibilities

Both employers and employees have a role to play in building a safe and healthy environment and culture. All employees are encouraged to:

* review/read this policy and seek clarification from management where required
* consider this policy while completing work-related duties and at any time while representing **{insert organisation name}**
* support colleagues in their awareness of this policy
* support and contribute to **{insert organisation name}**’s aim of providing a mentally healthy and supportive environment for all workers.

All employees have a responsibility to:

* take reasonable care of their own mental health and wellbeing, including physical health
* take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Managers have a responsibility to:

* ensure that all workers are made aware of this policy
* actively support and contribute to the implementation of this policy, including its goals
* manage the implementation and review of this policy.

### Communication

**{Insert organisation name}** will ensure that:

* all employees receive a copy of this policy during the induction/onboarding process
* this policy is easily accessible by all members of the organisation
* employees are informed when an activity aligns with this policy
* employees are empowered to actively contribute and provide feedback to this policy
* employees are notified of all changes to this policy.

### Monitoring and review

**{Insert organisation name}** will review this policy **{six/twelve}** months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

* feedback from workers, the Health and Wellbeing Committee (if applicable), and management
* review of the policy by management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

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| --- | --- |
| Staff member |  |
| Title | {e.g. Health and Wellbeing Coordinator} |
| Signature |  |
| Date |  |
| Manager |  |
| Title | {e.g. CEO, General Manager} |
| Signature |  |
| Date |  |
| Date of next review |  |