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WELLNESS ACTION PLAN

WHAT IS IT? This is a confidential document that is agreed between the employer/manger and employee to identify what will protect the employee's mental health and well-being at work. Every employee should have a wellness action plan whether they have an existing mental health problem or not.

WHY IS IT IMPORTANT? it starts the conversation about mental health and sets out the expectations of employers and employees. It is a proactive approach to managing mental health at work rather than a reactive approach, so it anticipates what could go wrong and puts safeguards in place to prevent or reduce the risk rather than dealing with the impact of a mental health issue once it arises.

This plan is personalised and is a practical tool that helps to prevent stress and mental ill health in the workplace. It will also help to evidence the employer's commitment to workplace mental well-being.

NAME:	
1. WHAT WILL HELP YOU STAY HEALTHY AT WORK? E.g., taking a proper lunch break, getting some exercise during the day, keeping a to-do list, a lighter and more spacious office.	
2. WHAT COULD YOUR MANAGER DO TO SUPPORT YOU TO STAY MENTALLY HEALTHY AT WORK? E.g., give regular feedback, have regular catchups, allow flexible working, explain developments in the organisation.	

<p>3. ARE THERE ANY WORK SITUATIONS THAT CAN TRIGGER POOR MENTAL HEALTH FOR YOU?</p> <p>E.g., conflict at work, organisational change, tight deadlines, things not going to plan.</p>	
<p>4. HOW COULD POOR MENTAL HEALTH IMPACT ON YOUR WORK?</p> <p>E.g., make decision-making difficult, make you confused, give you headaches, make you tired, make concentration difficult.</p>	
<p>5. ARE THERE ANY EARLY WARNING SIGNS THAT WE MIGHT NOTICE IF YOU ARE EXPERIENCING POOR MENTAL HEALTH?</p> <p>E.g., changes in normal working patterns or routines, withdrawal from social interactions with colleagues.</p>	
<p>6. WHAT COULD BE PUT IN PLACE TO MINIMISE RISKS OF POOR MENTAL HEALTH OR HELP YOU MANAGE THE IMPACT?</p> <p>E.g., extra catch-up time with your manager, guidance on prioritising workload, flexible working, consideration of adjustments.</p>	

<p>7. IS THERE ANYTHING IN YOUR PREFERRED INDIVIDUAL WORK STYLE OR TEMPERAMENT THAT YOUR MANAGER SHOULD BE AWARE OF?</p> <p>E.g., preference for more/less face-to-face or email contact, a need for quiet reflection time before or after meetings, having clear deadlines and expectations for a task, tendency for particularly high/low energy levels in the morning/afternoon.</p>			
<p>8. IF WE NOTICE WARNING SIGNS, WHAT SHOULD WE DO?</p> <p>E.g., talk to you discreetly about it, contact a named person.</p>			
<p>9. WHAT STEPS CAN YOU TAKE IF YOU START TO EXPERIENCE POOR MENTAL HEALTH AT WORK?</p> <p>E.g., take a break from your desk, go for a short walk, ask your manager for support.</p>			
<p>10. IS THERE ANYTHING ELSE THAT YOU WOULD LIKE TO INCLUDE IN THIS PLAN?</p>			
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