



MAD for Workplace Mental Health Best Employers Check-List

Areas of Best Practice	
WELL-BEING STRATEGY	
Ensure Health and Wellbeing is part of the business plan and overall business strategy.	
Launch your commitment to M aking A D ifference for Workplace Mental Health with a conference. Invite speakers who are ambassadors of mental health – who will tell their story. ⁱ	
Make your M aking A D ifference for Workplace Mental Health conference an annual event, as important in the workplace calendar as the staff conference, not just part of the staff conference.	
Conduct a workplace well-being audit in order to benchmark where you are. ⁱⁱ Check the health of the organisation annually.	
Give your organisation Values a good rattle and shake. What did your well-being audit tell you about the Values? Do they support M aking A D ifference for Workplace Mental Health?	
Review your recruitment strategy. Do you recruit for behaviours that reflect your organisation values and culture?	
Induct new Employees to the organisation over a six month period, addressing area for development and team integration during that time.	
In most organisations change is constant. Re-induct employees annually.	
Focus on Career Planning rather than Talent Management. ⁱⁱⁱ	
Keep channels of communication open and honest. Establish feedback and employees contribution and collaboration systems. Formally evaluate the organisation annually through engagement surveys.	
Appoint health ambassadors or you may prefer to call them buddies.	



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Areas of Best Practice	
Provide annual awareness sessions relating to Domestic Violence, Harassment, bullying and mental health.	
OPERATIONAL / POLICY	
Appoint Mental Health First-Aiders 1 to every 50 employees	
Ensure managers have regular catch up sessions with their Employees. Clinical or Professional supervision for relevant occupations.	
Ensure all Employees engage in mental health awareness training.	
Ensure teams are supported when a colleague is absent with a mental illness.	
Ensure teams are supported when a colleague is returning to work following long term absence due to a mental illness.	
Conduct Return to Work Interviews	
Allow Employees to start work early but insist business closing / shift end time is adhered to.	
Disconnect emails at weekends and holiday periods.	
Employees must take lunch away from their workstation.	
Promote flexible working.	
Offer generous annual leave. Encourage Employees to take annual leave. Discourage carry over.	
Offer time off for domestic emergencies.	
SUPPORT	
Involve Employees in office or workplace design.	
Develop Pods, Break-out areas, etc. that allow space for thinking and concentration.	
Create rest areas that are pleasant, calming or fun.	
Collaborate with local businesses to provide Pilates, Yoga, Mindfulness, walking groups etc.	
Independent Financial Advice	
Mediation	
EAP (Employee Assistance Programmes)	
Counselling – create a bank of specialist areas of expertise.	

Most importantly – Create a culture that is open and honest. Where people feel able to admit they are struggling or feeling vulnerable. If employees feel threatened they won't talk!

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ⁱ We can help with this.

ⁱⁱ There is a tool about to be launched that supports us in our audit work. We can help you conduct your first audit and leave behind the skills to take forward.

ⁱⁱⁱ Career Planning changes the whole focus of the organisations attitude to developing people. The employee is free to be open about their career and where they see themselves. Talent Management presupposes the employee will stay in the organisation which can lead to pressure and a sense of failure when there is organisation change or the employee feels they aren't progressing as they should. Language is important in developing career mind set.



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