



ON THE WAY

**Working towards the aspirations of the
Charter for Employers**

MINDFUL EMPLOYER
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www.mindfulemployer.net

ON THE WAY

This Review of your commitment to the Charter for Employers who are Positive About Mental Health is intended to reflect the general philosophy of MINDFUL EMPLOYER® - *supporting* you in the recruitment and retention of staff who experience mental ill health.

We suggest spending no more than 30 minutes on each page. Please respond as openly and honestly as you can: there are no 'correct' or 'expected' answers. You may cross-reference responses if that is appropriate. Your responses will not be made public by Workways or through MINDFUL EMPLOYER without your consent.

Completing this Review (pages 1-7) and paying the Charter Review Administration Fee (page 8) are all that's required for you to continue being a signatory, using the MINDFUL EMPLOYER logo and displaying the Charter.

Assistance in completing the Review is available from Workways so do please contact us. The completed review is due by the date shown on the accompanying e-mail – please contact us if you require an extension. You will receive a response to any specific requests for assistance within one month of submission.

The boxes should expand to accommodate your text – but don't worry if the layout or pages change.

Name	
Position	
Company/Organisation	
Address	
Tel No	
E-mail	
Exact and full address (URL) of link from your website to www.mindfulemployer.net	

Please give a brief description of your business/organisation and its main purposes

As an employer we aim to:

- ✓ Show a positive and enabling attitude to employees and job applicants with mental health issues. This will include positive statements in local recruitment literature.

Mark one box only

Not yet achieved	<input type="checkbox"/>
Achieved in some parts of our organisation	<input type="checkbox"/>
Achieved in most parts of our organisation	<input type="checkbox"/>
Achieved across the whole organisation	<input type="checkbox"/>

Please give specific examples where possible. You may cross-reference to other pages if you feel that is appropriate or reduces duplication.

We already have the following good practice in place (please write 50-250 words):

The following areas require improvement:

We plan to take the following action:

As an employer we aim to:

- ✓ Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Equality Act 2010*, and given appropriate interview skills. (*Incorporated the DDA from 1 October 2010)

Mark one box only

Not yet achieved	<input type="checkbox"/>
Achieved in some parts of our organisation	<input type="checkbox"/>
Achieved in most parts of our organisation	<input type="checkbox"/>
Achieved across the whole organisation	<input type="checkbox"/>

Please give specific examples where possible. You may cross-reference to other pages if you feel that is appropriate or reduces duplication.

We already have the following good practice in place (please write 50-250 words):

The following areas require improvement:

We plan to take the following action:

As an employer we aim to:

- ✓ **Make it clear in any recruitment or occupational health check that people who have experienced mental health issues will not be discriminated against and that disclosure of a mental health issue will enable both employee and employer to assess and provide the right level of support or adjustment.**

Mark one box only

Not yet achieved	<input type="checkbox"/>
Achieved in some parts of our organisation	<input type="checkbox"/>
Achieved in most parts of our organisation	<input type="checkbox"/>
Achieved across the whole organisation	<input type="checkbox"/>

Please give specific examples where possible. You may cross-reference to other pages if you feel that is appropriate or reduces duplication.

We already have the following good practice in place (please write 50-250 words):

The following areas require improvement:

We plan to take the following action:

As an employer we aim to:

- ✓ **Not make assumptions that a person with a mental health issue will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.**

Mark one box only

Not yet achieved	<input type="checkbox"/>
Achieved in some parts of our organisation	<input type="checkbox"/>
Achieved in most parts of our organisation	<input type="checkbox"/>
Achieved across the whole organisation	<input type="checkbox"/>

Please give specific examples where possible. You may cross-reference to other pages if you feel that is appropriate or reduces duplication.

We already have the following good practice in place (please write 50-250 words):

The following areas require improvement:

We plan to take the following action:

As an employer we aim to:

- ✓ Provide non-judgemental and proactive support to individual staff who experience mental health issues.

Mark one box only

Not yet achieved	<input type="checkbox"/>
Achieved in some parts of our organisation	<input type="checkbox"/>
Achieved in most parts of our organisation	<input type="checkbox"/>
Achieved across the whole organisation	<input type="checkbox"/>

Please give specific examples where possible. You may cross-reference to other pages if you feel that is appropriate or reduces duplication.

We already have the following good practice in place (please write 50-250 words):

The following areas require improvement:

We plan to take the following action:

As an employer we aim to:

- ✓ **Ensure all line managers have information and training about managing mental health in the workplace.**

Mark one box only

Not yet achieved	<input type="checkbox"/>
Achieved in some parts of our organisation	<input type="checkbox"/>
Achieved in most parts of our organisation	<input type="checkbox"/>
Achieved across the whole organisation	<input type="checkbox"/>

Please give specific examples where possible. You may cross-reference to other pages if you feel that is appropriate or reduces duplication.

We already have the following good practice in place (please write 50-250 words):

The following areas require improvement:

We plan to take the following action:

CHARTER REVIEW ADMINISTRATION FEE

Please tick which Charter Review Administration Fee applies to your organisation:

£75 (under 50 employees) £110 (50-250) £150 (250+)

The fee is VAT exempt

Payment Methods

MINDFUL EMPLOYER is run by Workways, a service of Devon Partnership NHS Trust. Payments are made to **Devon Partnership NHS Trust** (NB Not MINDFUL EMPLOYER). Please choose **one** of the following methods:

(1) BACS – the preferred method – to:

Sort code: 08-33-00 Account Number: 12274647 Reference: Mindful Employer (Review)

Please tick box to confirm payment made by your finance department/office

Our response to your Review will be sent within one month of your payment being received.

(2) Cheque – payable to ‘Devon Partnership NHS Trust’. Send to: MINDFUL EMPLOYER, Workways, Second Floor, 11-15 Dix’s Field, Exeter EX1 1QA

Please tick to confirm enclosure of cheque with this form

Our response to your Review will be sent within one month.

(3) Invoice

If choosing this method, Devon Partnership NHS Trust will send an invoice to the person shown on page 1. Please attach details of invoice address if different from that shown on page 1. Invoices to be settled within 30 days. Purchase Orders to be addressed to Devon Partnership NHS Trust, Wonford House, Dryden Road, Exeter EX2 5AF but sent to Workways at address shown below.

We wish to pay by Purchase Order* (enclosed/to follow*) / Invoice*

*Delete as appropriate.

Our response to your Review will be sent within one month of your payment being received.

Declaration

I confirm that our organisation wishes to remain a signatory to the Charter for Employers who are Positive About Mental Health and will pay the Charter Review Administration Fee, which is non-refundable.

Signed

Name (Print) Date

Please send to: MINDFUL EMPLOYER, Workways, Second Floor, 11-15 Dix’s Field, Exeter EX1 1QA

Before you post this off, please don’t forget to include examples of job adverts &/or other materials showing how you have used the MINDFUL EMPLOYER name or logo.