



MINDFUL EMPLOYER[®]

Information Pack

**With the right support,
people with a mental health condition can & do stay in work.**

**With the right support,
you can continue to deliver your business.**

mindfulemployer.net

01392 677064



Why be a MINDFUL EMPLOYER?

MINDFUL EMPLOYER provides businesses and organisations with easier access to information and support in relation to staff who experience stress, anxiety, depression and other mental health conditions.

Being a MINDFUL EMPLOYER...

- ✓ Shows employees and others that you are a good employer
- ✓ Expresses corporate social responsibility
- ✓ Reduces staff and training costs
- ✓ Helps towards complying with legislation (e.g. Equality Act, Health & Safety)
- ✓ Reduces sickness levels
- ✓ Enhances customer service
- ✓ Improves productivity
- ✓ Makes your company more attractive to people with mental health conditions and others
- ✓ Helps retain staff who have experienced discrimination in the past
- ✓ Makes a healthier workplace

... and we'll provide you with resources, training and contact with other employers and local support services.

Key Principles

By Employers, For Employers

MINDFUL EMPLOYER is led by employers and is for employers. It's about increasing awareness of mental health, helping you deliver your business, providing support networks and information, and making it healthier to talk about mental health.

Good Practices not 'Great Promises'

MINDFUL EMPLOYER is concerned with helping you in recruiting and retaining valued and talented members of staff. It is completely voluntary and will support you as an employer to work towards putting its principles in to practice in ways which are sensible, achievable and realistic.

Adapted and Adopted

You are the expert on your business. MINDFUL EMPLOYER will support you in adapting its principles within your own policies, structure and culture, adopting them for the longer-term benefit of your staff.

Safe People not Scary Places

59% of people feel uncomfortable about talking to their manager about a mental health condition. Attitudes are improving but mental ill health remains an area of fear and stigma for many. Being a MINDFUL EMPLOYER demonstrates a willingness to enable disclosure of mental ill health to take place without fear of rejection or prejudice.

It takes time. Changing attitudes and cultural expectations does not happen quickly and the Key Principles of MINDFUL EMPLOYER are ones which employers can *work towards* and implement *within* the normal policies and practices of your organisation.

Cost

Staff absence and reduced productivity may be costing your organisation. Accessing our website and contacting MINDFUL EMPLOYER for support and information are free. There is a small administration fee for employers signing the Charter for Employers who are Positive About Mental Health - see page 2.

Investing in mental health awareness training and publications will also be beneficial – see page 3.

About Us

MINDFUL EMPLOYER is run by Workways, a service of Devon Partnership NHS Trust. MINDFUL EMPLOYER is a Registered Trade Mark of Devon Partnership NHS Trust. Having started as a local initiative in Exeter in 2004, MINDFUL EMPLOYER is now UK-wide and has been launched in Australia, New Zealand & Canada.



Charter for Employers who are Positive About Mental Health

Over 1,000 employers have signed the Charter since 2004.

The Charter is not an accreditation or a set of quality standards nor a policy or a target.

It's voluntary. It's a set of aspirations.

The Charter has been compiled in conjunction with employers supporting the MINDFUL EMPLOYER initiative. The Charter is about *working towards* the principles of it – signing up is a step along a journey not the end of it. It's a voluntary agreement which seeks to support employers in working within the spirit of its positive approach. It's not legally enforceable and doesn't negate the need for you to get the right person with the right experience, qualifications and skills for the job. Whether you are a small, medium or large employer, the Charter fully respects there will be many different priorities, policies and practices which influence the way you recruit and retain staff – you are the expert on your business.

You can contact us and be involved in MINDFUL EMPLOYER without signing the Charter but many are using the Charter as a tangible display of their commitment to improving the working lives of their staff. A full list of current signatories is shown on our website at www.mindfulemployer.net

Charter For Employers Who Are Positive About Mental Health

As an employer we recognise that:

- ✓ People who have mental health issues may have experienced discrimination in recruitment and selection procedures. This may discourage them from seeking employment.
- ✓ Whilst some people will acknowledge their experience of mental health issues in a frank and open way, others 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 with ongoing issues.

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.
- ✓ 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.
- ✓ 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 problem will enable both employee and employer to assess and provide the right level of support or adjustment.
- ✓ 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.
- ✓ Provide non-judgemental and proactive support to individual staff who experience mental health issues.
- ✓ Ensure all line managers have information and training about managing mental health in the workplace.

By signing the Charter you will...

- ✓ Show that your organisation is *working towards* the Charter aspirations
- ✓ Be supported in putting its principles in to practice
- ✓ Be able to use the MINDFUL EMPLOYER® logo on your job advertisements, Website, letterheading etc



You will receive...

- ✓ Personalised printed Charters showing your company name and logo
- ✓ Free copies of the **MINDFUL EMPLOYER Line Managers' Resource** and **Keeping Well at Work** – and a discount on further copies
- ✓ Discount on mental health awareness sessions at your workplace
- ✓ Exclusive offers and discounts on other related services and products
- ✓ Posters and leaflets
- ✓ Regular information about MINDFUL EMPLOYER

You will be asked to review your commitment to the Charter two years after signing and every three years thereafter. This enables you to reflect on your practice and provide evidence of the progress you are making. In keeping with the overall philosophy of MINDFUL EMPLOYER, the Review is intended to be a supportive process – it's not an inspection! However, if you do not complete the Review we do reserve the right to revoke use of the Charter and logo.

Administration Fees

Payment of fees is a requirement of being a signatory.

- ✓ **New Charter Signatories** – £50 (under 50 employees); £75 (50-250); £100 (250+).
- ✓ **Charter Review** – payable two years after signatory and every three years thereafter – £75 (under 50 employees); £110 (50-250) or £150 (250+) per review.

It is not an annual fee and is VAT exempt.

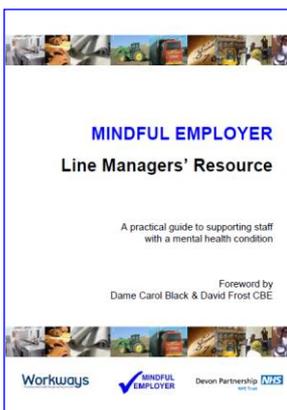
**To sign the Charter, complete pages 4 & 5 or
Sign Online at www.mindfulemployer.net**

Equipping your managers & staff

Our competitively priced, half-day workshops will also help raise levels of mental health awareness and include:

- ✓ **Being Mindful** - especially suitable for managers. Provides an introduction to mental health conditions, the impact on the workplace, dealing with distress, supporting presence of staff and managing absence.
- ✓ **Being Aware** – for frontline staff: an in-depth look at common mental health conditions such as depression and anxiety and more severe ones such as psychosis, schizophrenia and bi-polar disorder.

Visit www.mindfulemployer.net or contact us on 01392 677064 for more details of these and other training.



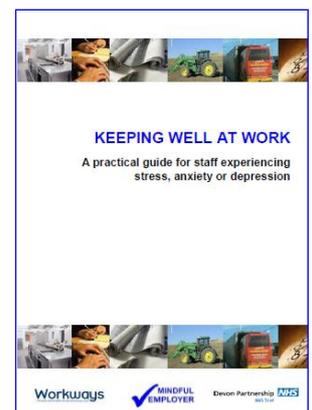
Charter signatory or not, providing information and guidance for your managers and staff is crucial.

The **MINDFUL EMPLOYER Line Managers' Resource** provides a wealth of practical advice and information about talking to and supporting staff. (£4.00 includes p&p)

Keeping Well at Work helps people manage their health and talk to their manager and colleagues. (£1.00 includes p&p)

A general **MINDFUL EMPLOYER leaflet** is also available.

There's a 10% discount if you are a Charter signatory. Several employers have bought copies for all employees. Order online at www.mindfulemployer.net or use the Order Form on page 5.



Our Response

We sign the Charter for Employers who are Positive About Mental Health. We undertake to use the MINDFUL EMPLOYER® name and logo correctly and to pay Administration Fees when requested. We understand our commitment to the Charter will be initially reviewed in 2 years time and every 3 years thereafter and will inform Workways if we no longer wish to be a signatory.

Signed

Date

Name (PRINT)

Position (PRINT)

To be signed by CEO/MD/Owner/Head of Personnel or HR (or of similar standing within the organisation)

The details shown above will appear on the Charter itself. The date shown above will be the date of signatory to be used for Review purposes.

Please complete all the following information in full (BLOCK CAPS throughout please):

Company Name:

No. Employees:

(i.e. all paid staff; not full-time equivalent posts and not including volunteers)

Sector: Public/Private/Voluntary

Contact Name:

Position:

Address:

Postcode:

Tel No:

Website:

E-mail:

(if possible, please provide a specific e-mail address rather than a generic one [e.g. not info@...])

How did you first hear about MINDFUL EMPLOYER?

If you would like to add your logo to the Charter, please e-mail it to info@mindfulemployer.net and tick this box to show you have done so

Please note...

Employers who sign the Charter for Employers who are Positive About Mental Health pay a New Signatory Administration Fee. When your signatory is reviewed in two years time, a further administrative fee will become due and then subsequently every three years for as long as you remain a signatory. It is not an annual fee.

All prices shown on page 5 are VAT exempt. Prices correct at September 2013 and may be subject to change. Charter materials and publications will be sent to contact person and address shown above – please advise if different. Prices of publications include postage & packing at cheapest Royal Mail rate. If you wish to pay by invoice a minimum total value of £30.00 applies. Orders cannot be cancelled and are non-returnable and non-refundable.

MINDFUL EMPLOYER is run by Workways, a service of Devon Partnership NHS Trust. All payments are made to **Devon Partnership NHS Trust** (NB Not MINDFUL EMPLOYER).

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Charter Fee Payment & Publication Order Form

Please complete the sections below.

New Charter Signatory Administration Fee	Please tick the fee which applies to your organisation: <input type="checkbox"/> £50 (under 50 employees) <input type="checkbox"/> £75 (50-250) <input type="checkbox"/> £100 (250+)	£
	No. of copies	
Keeping Well at Work*	£1 per copy – 10% discount for Charter signatories (90p per copy)	£
MINDFUL EMPLOYER Line Managers' Resource*	£4 per copy – 10% discount for Charter signatories (£3.60 per copy)	£
MINDFUL EMPLOYER Leaflets*	£15.00 - 25 copies; £25.00 - 50 copies; £42.00 - 100 copies; £295.00 - 1000 copies Minimum order 25 copies. Multiples of 25, 50, 100 or 1000. 10% discount for Charter signatories	£
TOTAL (If you wish to be invoiced your order must have a minimum total value of £30.00)		£

***If you are a Charter signatory:** Your logo can be overprinted (min order 250 at extra cost). We will provide you with a quote before processing your order. Please tick box if you require this option

Please choose **one** of the following payment methods:

(1) BACS Send payment to:
 Sort code: 08-33-00 Account Number: 12274647 Reference: Mindful Employer
 Date payment made by your finance department/office

Name of organisation making payment

The Charter and other items will be sent once receipt has been confirmed by Devon Partnership NHS Trust.

(2) Cheque – payable to **Devon Partnership NHS Trust**. The Charter and other items will be sent upon receipt.
 Please tick to confirm enclosure of cheque with this form

(3) Invoice – Minimum value £30.00. Devon Partnership NHS Trust will send an invoice to the contact person shown on page 4 – please advise if different. Invoices to be settled within 30 days. The Charter and other items will be sent once payment has been received. Please tick if you wish to pay by invoice

If raising a Purchase Order please address your order to Devon Partnership NHS Trust, Wonford House, Dryden Road, Exeter EX2 5AF and send to Workways at address shown below together with this form.

Declaration

I agree to pay the above and understand that all payments are non-refundable and orders non-returnable.

Signed

Name (Print) Date

Please send pages 4 & 5 to:
MINDFUL EMPLOYER, Workways, Second Floor, 11-15 Dix's Field, Exeter EX1 1QA