

**time to change**

let's end mental health discrimination

## Employer Pledge Action Plan - **DRAFT for Board review**

In order to continue with your request to sign the Employer Pledge, please complete this document and upload it to our website [here](#).

We ask that you submit your plan a **minimum of eight weeks** before the date of your pledge signing to allow us time to feedback on your plan and commission your pledge board.

It's not a problem if your action plan is still a draft at this stage. You can add to and develop your plan at any time as we encourage organisations to think about their action plan as a living document.

When you upload your plan to the website you will need the following documents/information:

- The completed Employer Pledge action plan
- The date and time of your signing
- Who is signing on behalf of your organisation
- Where the signing is taking place
- a copy of your logo in JPG format

You can find a full guide on how to fill out your action plan, along with an explanation of the nine key principles listed in the plan [here](#).

# Employer Pledge Action Plan Template

Action plan principle	Activity description	Internal lead(s)	Timescales	Performance measure(s)	Example only RAG
	<i>List at least one tangible activity your organisation has planned to tackle mental health stigma and discrimination for each action plan principle.</i>	<i>Outline who is responsible for each activity</i>	<i>Provide planned timescales and dates</i>	<i>Outline how you will monitor impact and success</i>	
<b>Demonstrate senior level buy-in</b>  How will you show that your senior leaders are committed to addressing mental health in the workplace?  How will your Pledge Signing activities demonstrate commitment from your senior leaders?	Trustee to sign the pledge at board meeting	LM	May 2019	That is actually signed.	
	Trustee or staff member, preferably senior leader to share experiences of mental health.	TBC	May 2019		
	A blog to be written by senior staff to be shared when signing the pledge. Blog to be updated bi-monthly with other peoples stories (Healthwatch Kingston staff or partners) and shared via social media to reduce stigma.	TBC	Can we re-use the statement from the TTC Champions bid? If not May 2019		
<b>Demonstrate accountability and recruit</b>	All Healthwatch Kingston staff to become Employee champions if not already.	HWK	May 2019, before pledge is signed.	All signed up online.	

<p><b>Employee Champions</b></p> <p>Measuring the impact of your plan from the beginning is important. How will you ensure that this action plan is successfully implemented?</p> <p>Employee Champions can help you implement these actions, how will you recruit and share the action plan with your Champions?</p> <p>How frequently will your champions meet to check the action points in this plan?</p> <p>How will you ensure that you support your Employee Champions on an ongoing basis?</p> <p><a href="#">More information on Employee Champions here.</a></p>	Encourage partner organisations to become employee champions and sign their own Employer Pledge Action Plan.	TTCC	June 2019	Have others signed up as a result of our encouragement.	
	Regular team meetings to discuss work of Healthwatch. Mental Health awareness to be regularly on the agenda.	HWK	Completed	Mental Health task group.	
	Record current data for absence and disclosures of mental health (confidentially) and re-assess every 6 months to see impact of plan.	SB	June 2019	Are staff disclosing more about mental health. Has sickness gone down.	
	Regular 1:1 meetings with line managers to include checking mental health and wellbeing of staff.	SB	Already started	Amount of days lost to sickness related to mental health	

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<p><b>Raise awareness about mental health</b></p> <p>How will you get your employees talking about mental health?</p>	Media release of signing the pledge. Newspapers, HWK website and social media.	LA	May 2019	Did we get into the paper? How many times has a story been shared or a video watched?	
	Blogs on personal stories regarding mental health to be updated every two months and shared through social media.	TTCC	First one May 2019	Visits to sites? Shares on social media?	
	Regular social media updates (i.e. walking along river at lunch to clear head #mentalhealth)	LA	Ongoing	Tracking the reach of the post. Shares/views. Also comments.	
	Lead to mental health awareness days (regularly February and October) to be in partnership with other organisations and planned in advance to improve reach into the public.	TTCC	August 19 and December 19	How well attended events are? Social media traffic?	
	Time to change Kingston to be on all employees email banners.	HWK	March 2019	Have employees changed their banner?	
<p><b>Update and implement policies to address mental</b></p>	1:1 sessions with line managers to include checking on staffs mental health.	SB	March 2019	Amount of disclosures? Staff sickness levels?	



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<p><b>health problems in the workplace</b></p> <p>How easy is it for an employee struggling with a mental health problem, or their line manager, to find out how your organisation will treat them?</p> <p>How can you change your policies to encourage those with mental health problems to come forward?</p> <p>Please demonstrate how your will reach will be inclusive of staff from diverse backgrounds, for example; staff who identify as either LGBTQIA, BAME, Disabled or as part of a Faith Based Group.</p>	<p>Check return to work/sickness absence policy to ensure this supports people with mental health related illness</p>	<p>Trustees</p>	<p>April 2019</p>	<p>Board approval May 2019</p>	
	<p>Write a mental health policy, one that can be shared with partner organisations to encourage them to have one too. Include recruitment, support in the work place and returning to work.</p> <p>Generic wellness action plans to be imbedded in the Mental Health policy. When staff are taking part in them to be shared on social media.</p> <p><a href="https://www.mind.org.uk/media/1593680/guide-to-waps.pdf">https://www.mind.org.uk/media/1593680/guide-to-waps.pdf</a></p>	<p>Trustees</p>	<p>April 2019</p>	<p>Board approval May 2019</p>	
<p><b>Ask your employees to share their personal</b></p>	<p>Regular blog on website. To include staff stories, or stories from staff at other organisations. Anonymous if wanted.</p>	<p>TTCC</p>	<p>June 2019</p>	<p>Updated blogs. Check traffic to blogs and shares on social media.</p>	



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<p><b>experiences of mental health problems</b></p> <p>How will you get your employees to share their experience of mental health problems at an organisation-wide level? e.g through intranet posts or newsletters</p>	<p>1:1 meetings with line managers to include checking on staff mental health.</p>	<p>SB</p>		<p>Amount of disclosures? Staff sickness levels?</p>	
<p><b>Equip line managers to have conversations about mental health</b></p> <p>How will you ensure all of your line managers feel comfortable discussing mental health with their line reports?</p>	<p>Adding mental health of staff (anonymously) into board reports. Mental health related absence to be in report. What has been done to support staff (away days, team meetings, 1:1, flexible hours)</p>	<p>SB</p>	<p>April 2019</p>	<p>Board approval May 2019</p>	
	<p>Compulsory mental health awareness <a href="#">training</a> for staff. To include training for line managers on having a conversation around mental health.</p>	<p>TTCC</p>	<p>June 2019</p>	<p>Staff completion of training.</p>	

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	Training and information on stress reduction techniques made available to staff and shared via website and social media.	SBA	July 2019	Staff sickness levels. Feedback sheets on job satisfaction?	
<b>Provide information about mental health and signpost to support services</b>  How will you ensure your employees have easy access to information on mental health and where to find help?	Signposting on website to services that support people with mental health problems.	TTCC	June 2019	Shares on social media. Traffic on signposted site. Feedback from partner organisation.	
	Signposting on email banners.	HWK	Ongoing and timely (student support near exams)	Traffic on signposted site. Feedback from partner organisation.	
	Posting on social media of organisations that can support people.	LA	Ongoing and timely (student support near exams)	Shares and traffic to partner sites.	



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	Update training for current staff and add mental health training as part of new inductions.	SB	May 2019	Staff completed training. Certificates.	
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## Tell the world about your Employer Pledge commitment!

### Website summary

Once you have signed the Pledge we will add your logo to our pledge wall of [employer case studies](#) within **ten working days** of your event. Please supply us with a summary of your pledge commitment and any activity you are planning on doing to accompany your logo. **Please note:** we may edit the text before it is published on the website.

We pledge to support staff to discuss their mental health and support them to stay well both inside and outside of work. We will make time to have discussions and share this information to normalise the discussion around mental health and encourage other organisations to do the same.

### Have you:

- ✓ Completed your action plan?
- ✓ Written a website summary of your activity?
- ✓ Got a copy of your logo in JPG format?
- ✓ Arranged a date for your signing?
- ✓ Got the name of who is signing the pledge on behalf of your organisation?
- ✓ Arranged a location for the signing?

If the answer to all of the above is yes, please submit this information to our website [here](#).