

# KEY ELEMENTS OF WORKPLACE MENTAL HEALTH POLICY

A mental health policy serves as a guiding document outlining the roles and responsibilities of both employees and leaders/directors within your organisation. It is essential that this policy is customised to suit the specific needs and nuances of your workplace. At a minimum, a workplace mental health policy should encompass the following key elements:

- 01 Purpose and Objectives:** Clearly define the purpose and objectives of the policy, outlining its intended impact on the well-being of employees.  
**Align Policy Goals** with the broader objectives of your organization, emphasizing how it contributes to the overall mission.
- 02 Scope:** Specify who falls under the coverage of this policy, ensuring that all relevant individuals are included.
- 03 Legal Requirements:** Articulate the legal obligations and compliance measures associated with mental health in the workplace.  
**Develop Stakeholder Engagement** strategies for engaging everyone to provide feedback and insights.
- 04 Psychological Hazards:** Provide a comprehensive description of psychological hazards that may be encountered within the work environment. Set clear expectations and behavioural standards.
- 05 Supporting Procedures:** Refer to associated procedures, guidelines, or resources that support and complement the policy.  
**Clarity & Accessibility:** Ensure that the policy is written in plain, easily understandable language that resonates with your workforce.
- 06 Complaints Management:** Define the procedures for reporting and handling complaints or issues related to workplace mental health, along with the potential consequences for non-compliance.  
**Clearly outline the process for implementing, managing and reviewing the policy**, for new and ongoing staff.
- 07 Monitoring and Review:** Establish a process for regularly monitoring and reviewing the policy itself, as well as the supporting procedures. This ensures that the policy remains relevant and effective over time.

Looking for help to get started with workplace mental health and wellbeing?

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