

Mental Wellness

[This is a sample policy that has been provided by NAA's business partner, Grace Hill. NAA member organizations can customize this policy to align with their company's policies and procedures. Green-highlighted wording indicates places where each organization can add their company-specific resources, legal considerations, and related policies.]

Purpose / Preface

[Company Name] understands that mental wellness is of particular importance in the workplace since poor mental health can contribute to decreased attendance, job performance, communication, engagement, and physical and daily functioning.

Scope

This policy applies to all our team members. HR is primarily responsible for communicating this policy and overseeing its implementation. Our policy starts by seeking input from all stakeholders. We will consult team members, senior management, and mental health professionals to develop and revise our policy.

Standard

- The [World Health Organization \(WHO\)](#) defines mental health as a "state of mental well-being that enables people to cope with the stresses of life, realize their abilities, learn well and work well, and contribute to their community."
 - Because the body responds physically, emotionally, and socially to stress, steps must be taken to manage the symptoms and long-term effects associated with stress.
- Mental illness, or a mental health condition, is a diagnosable disorder that must meet a standard set of criteria when evaluated by a medical professional.
 - Upon request, [Company Name] will make every effort to reasonably accommodate the known physical or mental limitations of qualified team members/applicants with disabilities to the extent that such accommodation does not pose an undue hardship on business operations.
 - See [Equal Employment Opportunity, ADA, and Accommodation](#) for more information.
- In compliance with federal laws, and to protect our team members while preventing any liability arising from discrimination or harassment claims, [Company Name] takes all appropriate measures to provide a workplace in which all individuals are treated with respect and dignity. See [Nondiscrimination and Anti-Harassment](#).
- [Company Name] understands that team members may experience mental health issues for various reasons that an employer cannot control (e.g., hereditary, family conflicts, general health.) To every extent possible, [Company Name]'s leaders aim to recognize and address cases of workplace pressures that contribute to mental health issues, such as:
 - Job insecurity
 - Excessive pressure
 - Work-life imbalance
 - Lack of appreciation
 - Hostile workplace conditions
 - Unsatisfactory job or workload
 - Unpleasant relationships with colleagues or managers
- [Company Name] strives to create a culture where team members may speak openly with members of the management team. See [Open Communications with Management](#).
- [Company Name] encourages team members and their families to utilize the Employee Assistance Program (EAP) for help when dealing with various life challenges. See [Benefits – Employee Assistance Program \(EAP\)](#).
- [Company Name] complies with the federal Family and Medical Leave Act (FMLA) and all state laws regarding team member leaves. See [Time Off – Family and Medical Leave Act \(FMLA\)](#).

- [Company Name] may, under certain circumstances and at its discretion, grant unpaid personal leave to team members who are ineligible for other types of leave. See [Time Off – Personal Leave](#).
- [Company Name] prohibits retaliation in compliance with applicable Equal Employment Opportunity (EEO) laws which serve to protect our team members from harm when reporting harassment and discrimination in the workplace. See [Retaliation](#).

Procedure

Your Role in Mental Wellness

1. Watch for signs of stress as follows:
 1. Psychological: worrying, anxiety, difficulty concentrating, or trouble remembering
 2. Emotional: anger, irritability, mood swings, or frustration
 3. Physical: high blood pressure, changes in weight, frequent colds or infections
 4. Behavioral: poor self-care, not having time for the things you enjoy, or relying on drugs and alcohol to cope
2. Take steps to help manage the symptoms and long-term effects associated with stress.
 1. Maintain a healthy diet.
 2. Take the recommended amount of time each day to be physically active and exercise.
 3. Take scheduled lunch breaks each day.
 4. Schedule and use your PTO. Take mental health days when necessary.
 5. Set healthy time boundaries in your personal and professional life.
3. Watch for situations or events that are known stressors, and have a plan in place to reduce stress.
4. Know which mental health resources are available and how to use them. If you have questions, ask your supervisor or HR.
5. Ask for support if you need it.

If You Need Mental Wellness Support

1. Talk with your supervisor.
2. Contact HR for supportive services.
 - a. While supervisors and HR professionals are not qualified mental health professionals, they can direct you to the resources and benefits that [Company Name] provides to support you.

Resources

Related Links

- [Manage Stress – U.S. Department of Health and Human Services](#)
- [Physical Activity Guidelines for Americans – U.S. Department of Health and Human Services](#)
- [Stress and Coping Resources – Centers for Disease Control and Prevention \(CDC\)](#)