



a resource for employers and individuals



is the  
**biggest single cause** of  
**SICKNESS ABSENCE** and  
**HEALTH-RELATED**  
productivity losses in UK organisations

At any one time,  
**one worker in six**  
will be experiencing  
**DEPRESSION, ANXIETY**  
or problems related to **STRESS,**

yet **fewer than**  
**a quarter**  
seek and receive treatment

The Centre for Mental Health calculated that the business cost of mental health at work is £26 billion across the UK. The report can be found here:

[www.centreformentalhealth.org.uk/publications/MH\\_at\\_work.aspx?ID=575](http://www.centreformentalhealth.org.uk/publications/MH_at_work.aspx?ID=575)

It has been shown that improving the management of mental ill health in the workplace can generate savings of £1,800 each year for every worker with a mental health condition. Managing problems before people become unwell enough to need time off sick can be especially cost-effective. For more information go to:

[www.centreformentalhealth.org.uk/publications/managing\\_presenteeism.aspx?ID=631](http://www.centreformentalhealth.org.uk/publications/managing_presenteeism.aspx?ID=631)

# Centre for Mental Health



**Centre for Mental Health** is an independent national mental health charity.

We aim to inspire hope, opportunity and a fair chance in life for people of all ages with, or at risk of, mental ill health.

We act as a bridge between the worlds of research, policy and service provision. We encourage innovation and advocate for change in policy and practice through focused research, development and training. We work collaboratively with others to promote more positive attitudes in society towards mental health conditions and those who live with them.

Centre for Mental Health workplace training offers a three-hour programme to train managers to spot depression at work. Managers who have completed the training report significantly increased confidence to pick up early signs and symptoms and to support staff in seeking professional help. Information about our training programme can be found here: [www.centreformentalhealth.org.uk/training/index.aspx](http://www.centreformentalhealth.org.uk/training/index.aspx)

The Centre also works to ensure that people with a mental health condition get a fair chance to gain and retain paid work. We know that work is an important part of recovery from a mental illness but that too few people get the employment opportunities they would like. To find out more go to: [www.centreformentalhealth.org.uk/employment/issue\\_overview.aspx](http://www.centreformentalhealth.org.uk/employment/issue_overview.aspx)

[www.centreformentalhealth.org.uk](http://www.centreformentalhealth.org.uk)



**Mind** is the leading mental health charity in England and Wales.

We work hard to ensure that people with mental health problems have their voices heard and are treated fairly - we won't give up until everyone experiencing a mental health problem gets both support and respect.

We do this by providing advice and support to empower anyone experiencing a mental health problem. We also campaign to improve services, raise awareness and promote understanding.

You can find more information about our work at:



### **Taking Care of Business**

Our Taking Care of Business campaign helps people to better understand and have the confidence to start talking about mental wellbeing in the workplace.

We provide resources and tools to help employers support staff, create more mentally healthy workplaces and tackle the causes of workplace mental health problems.

For more information on the campaign visit:



We have produced a range of resources to support employers:

- Our *Employers guide* shows you where to start evaluating how mentally healthy your workplace is and how to tackle workplace causes of mental ill health
- *Managing and supporting mental health at work* is our guide to help employers manage employees' mental health positively and sensitively. It was produced by Mind together with the Chartered Institute for Personnel and Development (CIPD)
- We've also created a *Guide for small businesses* in partnership with the Federation of Small Businesses - it provides advice on managing mental health and supporting staff

[www.mindfulemployer.net](http://www.mindfulemployer.net)



01392 677074

access to  
information  
and local  
support

**MINDFUL EMPLOYER**<sup>®</sup> is a UK-wide initiative providing businesses and organisations with easier access to information and local support. Designed to help employers support staff with a mental health condition, this NHS initiative provides resources for managers and employees, local employer networks, mental health awareness training and a Charter for Employers who are Positive About Mental Health.

For more information visit  
[www.mindfulemployer.net](http://www.mindfulemployer.net)  
or tel: 01392 677074

The *MINDFUL EMPLOYER Line Managers Resource* and a companion booklet for staff, *Keeping Well at Work* are available via [www.mindfulemployer.net/information.html](http://www.mindfulemployer.net/information.html)

# WHO ELSE CAN HELP YOU GET THINGS IN FOCUS AT WORK?



Help  
Point



[www.acas.co.uk/mentalhealth](http://www.acas.co.uk/mentalhealth)

Advisory booklet - *Promoting positive mental health at work:*

[www.acas.org.uk/media/pdf/j/2/Promoting-positive-mental-health-at-work-accessible-version.pdf](http://www.acas.org.uk/media/pdf/j/2/Promoting-positive-mental-health-at-work-accessible-version.pdf)

Mental health top tips:

[www.acas.org.uk/media/pdf/7/7/Mental\\_health\\_top\\_tips\\_table\\_APRIL\\_2012.pdf](http://www.acas.org.uk/media/pdf/7/7/Mental_health_top_tips_table_APRIL_2012.pdf)



[www.shaw-trust.org.uk](http://www.shaw-trust.org.uk)

[www.tacklementalhealth.org.uk](http://www.tacklementalhealth.org.uk)

Positively dealing with mental ill health  
in your workplace.



**Health & Safety  
Executive**

[www.hse.gov.uk/stress](http://www.hse.gov.uk/stress)

Work related stress - together we can  
tackle it



[www.health4work.nhs.uk](http://www.health4work.nhs.uk)

Health for Work Adviceline

call 0800 077 88 44

The free 'Health for Work Adviceline for Small Businesses' helps you to quickly and effectively address the issue of employee ill health, minimise the impact of staff illness, and provide essential support to staff with physical or mental health issues.



**time to change**

let's end mental health discrimination

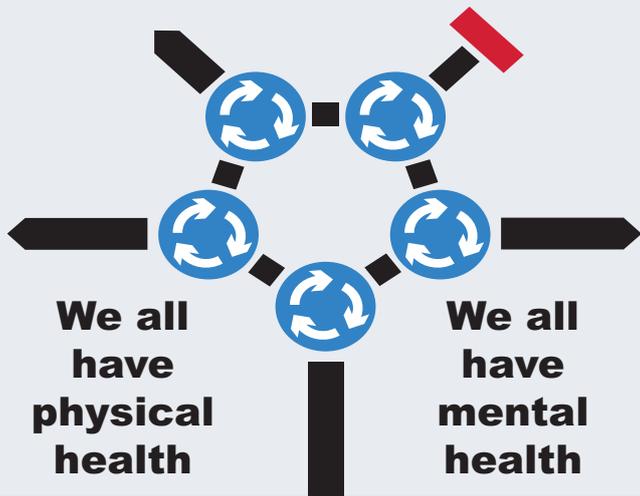
**Time to Change** is England's biggest campaign to end the stigma and discrimination that people face, run by the charities Mind and Rethink Mental Illness, with funding from the Department of Health and Comic Relief. Alongside a national campaign to change public attitudes and behaviour around mental health, and community engagement activity, Time to Change works with organisations from all sectors to encourage greater openness about mental health in the workplace and in wider society.

Find out more about our work with organisations including how to sign our organisational pledge here:

**[www.time-to-change.org.uk](http://www.time-to-change.org.uk)**

**[www.time-to-change.org.uk/take-action/work-place](http://www.time-to-change.org.uk/take-action/work-place)**

## Good health is important



### This is worth thinking about....

We all have physical health and we all have mental health. Each will vary from time to time. And it's important we take care of both to promote our overall wellbeing.

**We can all get mental health problems too** - actually, they might be more common than you think. One in four of us will be affected by a mental health problem in any given year. They are as real as a broken arm, and they can have a greater effect on everyday life - even though there isn't a sling or plaster cast to show for it.

### At work...

Mental health problems like depression, anxiety, schizophrenia and bipolar disorder do not need to stop you from working. With the right support and the right job, people with mental health problems perform vital roles in workplaces across the UK.

**time to change**

let's end mental health discrimination

[www.time-to-change.org.uk](http://www.time-to-change.org.uk)

If you are struggling **TALK** to someone

**TALK** to your GP  
**TALK** to your employer  
**TALK** to a friend

**TALK** to a colleague  
**TALK** to your manager  
**TALK** to your family



Feelings of hopelessness and pessimism



Feelings of worthlessness, guilt and helplessness



Changes in mood



Difficulty making decisions



Irregular sleep



Decreased energy



Thoughts of suicide



Appetite and weight loss



Tearfulness



Persistent, sad, anxious or empty mood



Restlessness



Insomnia

## THE WARNING SIGNS

Learn these signs for your own safety and the safety of others. Failure to do so may result in fatality (15% of people who suffer from depression make an attempt on their lives). If you, or someone you know, experience 4 of these symptoms over a number of weeks seek professional advice immediately.

**WHO ELSE  
IS OUT  
THERE TO  
HELP YOU?**

**Help  
Point**



**SAMARITANS**

[www.samaritans.org](http://www.samaritans.org)

**08457 90 90 90** (24 hours a day)

Available 24 hours a day to provide confidential emotional support for people who are experiencing feelings of distress, despair or suicidal thoughts.



[www.mentalhealth.org.uk](http://www.mentalhealth.org.uk)

Committed to reducing the suffering caused by mental ill health and to help everyone lead mentally healthier lives.



[www.sane.org.uk](http://www.sane.org.uk)

SANE is a leading mental health charity that works to improve the quality of life for anyone affected by mental illness. SANE provides free, confidential, emotional support 365 days a year via phone, email and our online support forum.



[www.rethink.org](http://www.rethink.org)

Rethink Mental Illness is a charity that believes a better life is possible for millions of people affected by mental illness. For 40 years we have brought people together to support each other. We run services and support groups across England that change people's lives and we challenge attitudes about mental illness.



[www.rcpsych.ac.uk/expertadvice.aspx](http://www.rcpsych.ac.uk/expertadvice.aspx)

Mental health information for all. Readable, user friendly and accurate information about mental health problems.

# What employers say...



**OKW Enclosures Ltd** is a small engineering business based in Segensworth, Hampshire, manufacturing enclosures for the electronics industry and supplying customers nationally and internationally. Everyone works hard to ensure we meet our customers' requirements. Without the benefit of Human Resources or Occupational Therapy teams, the well-being of all staff is handled by the Management Team. In a business of 20+ employees, sickness and personal issues can have a big impact on how we all perform to meet those requirements.

It's relatively easy to put a plaster on a cut finger but far more difficult to support any form of mental health issue that someone may have. We signed up to Mindful Employer, firstly to make sure our staff knew we were supportive, secondly to know how to recognise some of the signs, and thirdly to offer some form of assistance / signposting to anyone who may need it.

We may not have all the answers, but we'll do all we can to help our staff overcome these issues, stay in work and move forward positively. Knowing we can access Mindful Employer resources and support assists us in assisting others.

**Ian Cox** General Manager  
[www.okw.co.uk](http://www.okw.co.uk)



The **University of Lincoln** is an ambitious organisation, with a progressive strategy, and is growing from strength to strength.

The business environment is fast paced and the University recognises the need to support employee resilience. Signing up to the national Mindful Employer Charter in 2012 signifies our recognition of the importance of creating and maintaining a mentally healthy workplace.

As part of the University's pledge we have:

- held a launch event to coincide with World Mental Health Day, engaging staff in various activities, and promoting the support available to staff in maintaining a positive balance in their mental wellbeing, e.g. relaxation activities and classes, opportunities for sports and exercise, and counselling through our Employee Assistance Programme;
- developed and piloted a general mental health awareness training programme, which will feature as a regular development opportunity for staff;
- developed an 'intranet' page to provide staff with information about Mindful Employer and where and how to access further information and support; and
- initiated a culture of openness to start conversations about mental health through the use of internal communication media e.g. blogs and staff magazine articles, in support of the Time to Change campaign 'It's Time to Talk.'

**Jayne Billam** HR Director  
[www.lincoln.ac.uk](http://www.lincoln.ac.uk)



# Triangulate

working towards mentally healthy workplaces

[www.triangulate.org.uk](http://www.triangulate.org.uk)

## Helping **YOU** to good mental health

Triangulate was set up in 2009 by a group based in Romsey, Hampshire.

We aim to promote:

- changes in understanding, attitudes and behaviours towards mental illness; and
- positive mental health practices in the workplace.

Our work has three strands:

- being individually and collectively committed to challenging the stigma and discrimination associated with mental illness
- signposting individuals and employers locally and nationally to recognised sources of information
- facilitating events for employers in the Romsey area and further afield

We work in partnership with Mindful Employer and facilitate a Local Employer Network in Romsey for employers to share in discussion about a range of topics aimed at raising awareness of the impact of mental health in the workplace.

Since 2009 we have distributed 400 employer packs containing information from a range of charities and organisations.

We have now produced this booklet to bring this information together into one resource.

Working in Partnership with



[www.mindfulemployer.net](http://www.mindfulemployer.net)

**Please email us on [info@triangulate.org.uk](mailto:info@triangulate.org.uk) if you would like copies of this booklet - these are free but postage and packing will be charged**

