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**Time to Change Wales Employer Pledge Action Plan**

**The Time to Change Wales Employer Action Plan**

The action plan is the heart of your Employer Pledge commitment. We believe that to achieve lasting change within your workplace, it’s important to create a plan of tangible activity to **break down mental health stigma**.

The action plan is designed to be a starting point for your plans. It asks you to detail the actions you are committed to delivering within your organisation to tackle stigma and discrimination around mental health. It can also celebrate activity you have already delivered.

The action plan should be a living and breathing document that is edited as your plans evolve and we recommend it is reviewed on a regular basis.

The action plan was redeveloped in 2019 to build on the standards, recommendations, evidence base and best practice guidance found in the 2017 Thriving at Work Report produced by Paul Farmer, Mind CEO, and Lord Stevenson on behalf of the UK Government. The original Thriving at Work Report can be found on the Mental Health at Work Gateway [**here**](https://www.mentalhealthatwork.org.uk/resource/thriving-at-work-the-stevenson-farmer-review-of-mental-health-and-employers/)**.**

You can find a full guide on how to fill out your action plan [**here**](https://www.timetochangewales.org.uk/files/9115/8868/3144/An_introduction_to_the_Time_to_Change_Wales_Employer_Pledge_process_ENG_1.pdf)**.**

**Submitting your Action Plan**

In order to continue with your request to sign the Employer Pledge, please complete this template Action Plan and upload it into your employer login account**.**

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

You will then need to upload your completed action plan and company logo into your Employer Login Account:

**Core Standard 1: Produce, implement and communicate a mental health at work plan**

Please refer to the support guide to developing your activities for all Core Standards [**here**](https://www.timetochangewales.org.uk/files/7815/8868/3293/Developing_Your_Employer_Action_Plan_-__Core_Standards_ENG_1.pdf).

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| **Activity** | **Internal Lead(s)** | **Timescale** | **Performance Measure** |
| *List the activities that your organisation will undertake to tackle mental health stigma and discrimination in relation to this Thriving at Work Core Standard and addressing the questions posed below.*  | *Outline who is responsible for delivery of each activity within your organisation.* | *Provide planned timescales and dates for delivery of each activity within your organisation* | *Outline what measurements will be used to monitor and evaluate impact and success* |
| How will you demonstrate your Senior Leaders are committed to addressing mental health, and mental health stigma and discrimination specifically, in your workplace? *Make reference to your planned Time to Change Wales Pledge signing activity and how this commitment will be reinforced through strategic internal/external communications.*  |
| Enter your activityInsert a new row below for each activity.  | Enter responsible person(s) | Enter indicative timescales | Set out performance measures/KPIs.  |
| How will your commitment be embedded within organisational strategies, policies and strategic-level documentation? *Make reference to any and all strategies, policies and strategic publications e.g. Annual Report in which your commitment will appear.* |
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**Core Standard 2: Develop mental health awareness among employees by making information, tools and support accessible**

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| How will you look to raise your staff’s understanding of mental health problems and mental health stigma in the workplace? *Make reference to any planned events/ activities/ internal campaigns or initiatives your organisation will run in addition to any information or resources the organisation makes available/signposts to staff.*  |
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| What tools or resources are made available to staff to self-reflect on their own mental health in the workplace and discuss what supports them stay well in your organisation? *Make reference to Wellness Action Plans, Wellness Recovery Action Plans or similar tools/frameworks.*  |
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**Core Standard 3: Encourage open conversations about mental health and the support available when employees are struggling**

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| How will your organisation encourage your employees to share their experience of mental health problems at an organisation-wide level? *Make reference to the opportunities that will be made available to share experiences e.g. wellbeing events, blogs, intranet posts or through internal newsletters.* |
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| How does your organisation normalise conversations about mental health and encourage disclosure? *Make reference to the opportunities and communications that encourage persons to disclose and reinforce your organisation’s commitment to supporting these individuals e.g. inclusion of organisation’s commitment in recruitment packs.*  |
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| How will your organisation empower employees to champion mental health in the workplace and provide peer to peer support and activities in support of normalising the conversation? *Make reference to how your organisation will look to establish an Employee Champion role in your workplace, the responsibilities of this role and the training/ budget/ resource that will be allocated to this initiative.*  |
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**Core Standard 4: Provide employees with good working conditions and ensure they have a healthy work life balance and opportunities for development**

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| How do your policies support those persons with mental health problems and support them to come forward and disclose? *Make reference to the policies your organisation has in place and the mechanisms through which these are reviewed and updated including any involvement of persons with lived experience of mental health problems in the review.*  |
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| How do your policies actively consider and support persons from diverse backgrounds? For example people of colour, persons with disabilities, LGBTQ+ persons who live with mental health problems. *Make reference to specific inclusion of such groups within organisational policy and the intersection of any mental health initiatives, programmes or support with these persons.*  |
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| What support services are available to your staff? *Make reference to all support available e.g. HR support, Employee Assistance Programmes (EAP), helplines, information available on your intranet* |
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**Core Standard 5: Promote effective people management through line managers and supervisors**

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| How does your organisation ensure managers and supervisors are suitably prepared and educated to have effective conversations with their line reports about their mental health? *Make reference to training provided, resources made available and ongoing support (internal/external) that can be accessed.* |
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| How does your organisation’s policies ensure regular opportunities are presented for managers and supervisors to have conversations with line reports about their mental health? *Make reference to Induction policies/onboarding activities, supervision policies or One to One agenda and Appraisal activities.*  |
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**Core Standard 6: Routinely monitor employee mental health and wellbeing**

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| Who within your organisation has overall responsibility for the implementation, evaluation and subsequent review of this action plan? *Make reference to any working groups or committees that might also have ownership of/significant stake in the delivery of this plan.* |
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| Through what mechanisms does your organisation currently monitor and evaluate employee mental health and wellbeing? *Make reference to any surveys that will be deployed with specific reference to the sort of questions to be included and any of the performance measures outlined in this document that will be drawn from this research.* |
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| Does your organisation record and monitor sickness absence in relation to mental health problems and stress? *Make reference to what is recorded through your HR systems and how this data is monitored, reviewed and determines organisational action e.g. the data is used to inform actions at a Wellbeing Committee.*  |
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| Time to Change Wales Team to Complete upon submission of your draft action plan |  |  |  |

**Tell the world about your Employer Pledge commitment!**

Once you have signed the Time to Change Wales Employers Pledge, you will be added to our [Pledge Wall](https://www.timetochangewales.org.uk/en/employers/our-pledged-employers) of over 200 organisations committed to changing the way we all think and act about mental health.

To facilitate your inclusion, please provide the following:

* A company biography/summary
* A summary to your organisation’s commitment to workplace mental health
* Upload your company logo into your employer login account (provided on a white background and in a square dimension)

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| **Company Biography/ Summary (Maximum of 100 words)** |
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| **Summary to your commitment to workplace mental health (Maximum of 500 words)** |
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Note This action plan template has been developed by time to Change in England and adapted to a Welsh audience.