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**Time to Change Wales Employer Pledge Action Plan for Small to Medium Enterprises (SME)**

***This template is not prescriptive but offers a variety of suggested actions that may give ideas for writing your Action Plan. There are a number of suggested actions for each section, but you should not feel that you are required to include as many actions in your plan. Neither should you be limited by these suggestions, in fact, we encourage you to identify actions that are uniquely relevant and achievable in your business.***

**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 business 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/en/profile/resources/)**.**

**There are two ways to submit your Action Plan:**

1. Please complete this template Action Plan and upload it into your employer login account**.** You can create an employer account [here](https://www.timetochangewales.org.uk/en/employers/).
2. Submit your completed Action Plan to the Community Engagement Team.

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/en/profile/resources/).

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| **Activity** | **Internal Lead(s)** | **Timescale** | **Performance Measure** |
| *List the activities that your business 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 business.* | *Provide planned timescales and dates for delivery of each activity within your business.* | *Outline what measurements will be used to monitor and evaluate impact and success.* |
| How will you demonstrate your Senior Managers are committed to addressing mental health, and mental health stigma and discrimination specifically, in your workplace?  |
| 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 the business’ strategies, policies and procedures?  |
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**Core Standard 2: Develop mental health awareness among employees by making information, tools and support accessible**

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| **Activity** | **Internal Lead(s)** | **Timescale** | **Performance Measure** |
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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?  |
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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 business?  |
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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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| **Activity** | **Internal Lead(s)** | **Timescale** | **Performance Measure** |
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| How will your businessencourage your employees to share their experience of mental health problems at a business-wide level?  |
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| How does your businessnormalise conversations about mental health and encourage disclosure?  |
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| How will your business empower employees to champion mental health in the workplace and provide peer to peer support and activities in support of normalising the conversation?  |
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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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| **Activity** | **Internal Lead(s)** | **Timescale** | **Performance Measure** |
| *List the activities that your business 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 business.* | *Provide planned timescales and dates for delivery of each activity within your business.* | *Outline what measurements will be used to monitor and evaluate impact and success.* |
| How do your policies and practices support those persons with mental health problems and support them to come forward and disclose?  |
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| How do your policies and practices actively consider and support persons from diverse backgrounds? For example, people from Black, Asian and Minority Ethnic communities, persons with disabilities, LGBTQ+ and persons who live with mental health problems.  |
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| What support services are available to your staff?  |
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**Core Standard 5: Promote effective people management through line managers and supervisors**

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| How does your *business* ensure managers and supervisors are suitably prepared and educated to have effective conversations with their teams about their mental health?  |
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| How do your business policies and practices ensure regular opportunities are presented for managers and supervisors to have conversations with their team about their mental health?  |
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**Core Standard 6: Routinely monitor employee mental health and wellbeing**

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| **Activity** | **Internal Lead(s)** | **Timescale** | **Performance Measure** |
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| Who within your businesshas overall responsibility for the implementation, evaluation and subsequent review of this action plan. |
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| Through what mechanisms does your businesscurrently monitor and evaluate employee mental health and wellbeing?  |
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| Does your businessrecord and monitor sickness absence in relation to mental health problems and stress?  |
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**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 businesses 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 business’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.