

 <p>Capilano Students' Union</p>	Policy No.	Approval Authority
	HR-07	Board of Directors
	Policy Name	Approval Date
	Psychological Health in the Workplace	November 3, 2017
	Responsible	Scheduled Review
	Executive Director	May 2018

Purpose

The purpose of this policy is to improve and safeguard the psychological health and wellbeing of our employees, executives, board members, and volunteers; promoting and protecting the mental wellbeing of our workforce is key for the physical health, social wellbeing, and productivity of our team.

Scope

This policy applies to all members, employees, executives, board members, and volunteers.

Principles

1. **We will work toward resolution on workplace issues that negatively impact mental health.** It is acknowledged that certain working conditions and practices, including aspects of how work is organized, environmental factors, and social conditions, can have the potential for psychological and physical health. Actions that we can take to support this principle include:
 - Give our team more information to encourage awareness of mental health issues;
 - Provide opportunities for social events and physical activity;
 - Consider flexible working arrangements that are conducive to mental health;
 - Set reasonable targets and objectives that do not require unreasonable working hours;
 - Ensure that job descriptions and duties are clearly set out and communicated;
 - Ensure that the workplace is harassment-free and discrimination-free; and
 - Establish effective two-way communication, especially during organizational change.
2. **We will develop a culture based on mutual respect, trust, and support.** We will work to create a culture at the workplace where it is normal – and encouraged – for us to talk openly about our jobs, mental health, and to report challenges without fear of discrimination or reprisal. Actions that we can take to support this principle include:
 - Provide proactive and non-judgemental support and services to the team;
 - Be sympathetic to staff experiencing mental health problems due to external factors; and
 - Speak comprehensively to our organizational values during induction and orientation.
3. **We will provide support and assistance for staff experiencing mental health challenges.** We can develop a more supportive and productive workplace by taking the following actions:
 - Ensure that staff are treated fairly, consistently, and are not made to feel guilty;
 - Encourage team members to access medical leave for appointments where appropriate;
 - Investigate the contribution of workplace factors to team members' mental health;
 - Establish a graduated return-to-work program; and
 - Treat medical disclosures with the strictest of confidence.
4. **We will provide a fair recruitment process that accommodates persons with mental health challenges.** We can combat the stigma that persons facing mental health challenges face in

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seeking employment by providing a recruitment and selection process that demonstrates a positive attitude toward mental health. Actions that we can take to support this principle include:

- Demonstrating a positive and enabling attitude toward mental health challenges.
- Include positive statements about mental health in recruitment literature.
- Ensure that staff involved in hiring are briefed on mental health recruitment issues.
- Clarify that mental health disclosures shall be used to assist in accommodation.
- Do not make assumptions about vulnerabilities to workplace stressors or need for leave.
- Ensures that all managers are trained on mental health in the workplace.

5. We will acknowledge that workplace stress is a health and safety issue. We will work to reduce workplace stressors. Actions that we can take to support this principle include:

- Conduct risk assessments to identify and eliminate or control workplace stressors.
- Consult with the union on proposed actions to prevent workplace stress.
- Provide training to the team respecting good stress management practices.
- Provide confidential counselling for staff experiencing work or external stress.
- Provide adequate resources for the implementation of this mental health policy.

Responsibilities

Executive Director

The executive director is accountable to the board for the overall implementation of this mental health policy. In alignment with responsibilities under our health and safety policy, the executive director must:

- Monitor for, and eliminate or control, workplace hazards including those related to mental health;
- Ensure good communication between management and staff respecting organizational change;
- Assist and support staff experiencing mental health challenges, including from external factors;
- Ensure that staff are provided with the resources that they need to perform their duties;
- Monitor workloads, working hours, and overtime to prevent overworking by staff;
- Ensure that staff are provided with meaningful professional development opportunities; and
- Ensure that supervisory functions are discharged in a way that supports mental health.

Employees

Employees are accountable to the executive director for the implementation of this mental health policy. In addition to responsibilities under our health and safety policy, employees are expected to:

- Raise issues of concern and seek assistance as needed;
- Access the Employee and Family Assistance Program for assistance, where appropriate; and
- Accept opportunities for assistance or counselling when recommended.

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Review and Monitoring

This policy must be reviewed by the executive director and the workers health and safety representative no more than six months after its initial approval, and thereafter on at least an annual basis, for presentation thereafter to the executive committee. Indicators to be used in evaluating the effectiveness of this mental health policy could include consideration of the following:

- Working hours and patterns;
- Accidents and incidents at work;
- Complaints and absences by team members;
- Usage levels of the Employee and Family Assistance Program;
- Survey results from team members; and
- Exit interviews.

Delegation

The board delegates the administration of this policy, and the authority to create psychological health procedures and practices to support and advance this policy, to the executive director.

Related Laws, Policies, and Procedures

[Workers Compensation Act, RSBC 1996, c. 492](#)

[Psychological Health in the Workplace](#) (Canadian Standards Association)

Endorsement

Christopher Girodat
Executive Director

Dhillon Dilnavaz
VP Finance & Services