

COMPANY TEMPLATE

Mental Health Program

A. Policy Statement

(Company Name) is committed to the mental health and well-being of its employees. Recognizing the vital role mental health plays in overall well-being and productivity, the company integrates mental health initiatives into all human resources, organizational development policies, and programs. (Company Name) fosters a supportive environment where employees are aware of mental health issues and are encouraged to seek assistance without fear of stigma or discrimination.

B. Objectives

1. To raise awareness and reduce the stigma and discrimination surrounding mental health in the workplace.
2. To identify workplace factors that may contribute to mental health-related challenges.
3. To organize activities that promote employees' mental health and well-being.
4. To establish support networks that offer:
 - a. Assistance for employees at risk;
 - b. Capacity-building for mental health service providers;
 - c. Access to treatment and psychosocial support for employees managing mental health conditions.

C. Strategies

1. Prevention and Promotion of Mental Health Well-being

- a. Conduct mental health assessments during recruitment, placement, and promotion to guide task assignments without discrimination.
- b. Implement ongoing mental health awareness and education programs, including:
 - Development of information, education, and communication (IEC) materials;
 - Conducting training and seminars;
 - Integrating mental health awareness into new employee orientations.
- c. Offer mental health wellness activities such as:
 - Regular stress management sessions;
 - Team-building exercises;
 - Peer counseling circles;
 - Social gatherings.
- d. Provide a formal grievance-handling process to address workplace conflicts.

2. Establishment of Institutional Networks/Referral Systems

- a. Partner with government agencies (NGAs) and civil society organizations (CSOs) providing mental health services.
- b. Strengthen the capacity of in-house mental health providers.
- c. Implement a referral system for employees requiring mental health services.

3. Review of Workplace Conditions

- a. Regularly assess workplace environments and conditions.
- b. Evaluate workload balance against performance outcomes.
- c. Review job descriptions for alignment with mental health goals.
- d. Monitor work hours to ensure employee well-being.

D. Protocols

1. Non-discrimination

Employees facing mental health challenges will not face discrimination in recruitment, promotion, or termination. As long as their condition does not impede their productivity or worsen their mental health, they are encouraged to continue working, with appropriate certification from medical professionals.

2. Return to Work

Employees who have undergone treatment or rehabilitation will be allowed to return to work with proper medical certification confirming their fitness for duty. Supervisors will make reasonable work accommodations as needed.

3. Confidentiality

All medical information and mental health records will be kept confidential and protected under applicable laws, including the Data Privacy Act.

4. Rights-based Approach

Employees will not be excluded from work opportunities, policy-making, or program implementation related to mental health. They will also have access to affordable, evidence-based mental health care and services, and be encouraged to participate in mental health advocacy.

5. Sustainability

Mental health initiatives will be integrated into the company's overall Health and Safety Program.

E. Processes

1. Upon initial assessment, the Human Resource Management Office (HRMO) will take appropriate actions, which may include:

- a. Counseling services;
 - b. Referrals to licensed mental health professionals for outpatient care;
 - c. Involving family members if necessary for additional support.
2. Employees requiring advanced treatment will be referred to relevant medical institutions.
 3. Employees undergoing treatment or rehabilitation may be granted leave as recommended by their physician.
 4. Flexible work arrangements will be made to accommodate employees returning from treatment.
 5. Continuous monitoring of the employee's performance and well-being will ensure sustainable productivity post-treatment.

F. Responsibilities

The Human Resource Office, in coordination with the company nurse and/or physician, will manage mental health activities, including:

1. Administering and monitoring the implementation of the Mental Health Program (MHP).
2. Recording and analyzing relevant data to improve the MHP.
3. Maintaining partnerships with hospitals, agencies, and mental health professionals.
4. Facilitating workplace discussions on mental health topics.
5. Staying updated on the latest mental health information and materials.
6. Assisting in incident investigations and preparing reports related to mental health.
7. Ensuring mental health programs are integrated into the company's HR initiatives.

G. Funding

The mental health program will be funded through the company's budget.

H. Monitoring and Evaluation

Quarterly monitoring will be conducted by the HR and Health & Safety Committee. The program will be reviewed periodically for improvements or necessary revisions.