# Wellbeing and Mental Health

We want a healthy happy team who are motivated and feel able to cope with the everyday stresses of life and are resilient through changes/challenges. When our staff feel well and satisfied with their work, our ability to deliver our services improves.

We acknowledge that there is no "one size fits all" approach to these issues and we are committed to supporting all staff with their individual needs.

If you believe that your work, or some aspect of it is putting your wellbeing at risk you are encouraged to speak with your manager. If you are unable to speak with them, you can contact another manager or Human Resources.

We are committed to:

- Fostering an environment where you will be treated with respect and will feel able to talk openly about the issues you are facing, if you want to.
- Creating a workplace that promotes good mental health and wellbeing, where you feel valued and are supported – in your role within the organisation and in your wellbeing as an individual.
- If you are suffering from mental or physical health problems, we will treat you fairly and consistently. You will not made to feel guilty about their problems. We will discuss support or adjustments if you need them.
- Ensuring that all matters relating to your mental health problems is treated in the strictest confidence and shared on a 'need to know' basis only with your consent.

We show our support in the following ways:

- When you start you will receive a comprehensive induction.
- You will have a clearly defined job description, objectives and responsibilities, good line management, appropriate training and adequate resources to do your job.
- You will agree realistic targets which do not require you to work unreasonable hours.
- All staff have access to an employee assistance programme.

# Wellbeing leave (for staff who work regular hours)

There may be times when you need to take a day off to ease stress or pressure. On those occasions you can take up to one day off without needing to give a reason (within a 12-month period).

This day is separate to annual leave. They can't be carried forward if you don't need to use it and you won't be paid for it if you leave during a year when you haven't taken it.

It is helpful if you can give as much notice as possible about your intention to take a day of wellbeing leave.

If your absence can affect PACE's ability to offer services to children you must tell give at least 24 hours' notice (by telling your manager and copy in Human Resources). For other roles, you must tell your manager (and copy in Human Resources) either the day before, at least one hour before your shift starts or before 10am (whichever is earlier).