

Fife Council recognises the importance of good mental wellbeing and that mental wellbeing is as important as physical wellbeing. We understand that there will be a range of benefits from addressing factors which negatively impact on mental wellbeing and which may cause stress. This includes improved performance and relationships, reduced accidents and improved attendance.

We aim to create a healthy workplace where employees work productively, interact positively, realise their potential and form and maintain good relationships based on trust. We want everyone to feel appreciated, have good work experiences and feel fairly treated.

#### **In supporting mental wellbeing at work, Fife Council's aims are to:**

- Continue to promote positive behaviours at work and a positive work environment where employees can talk openly about their wellbeing.
- To have systems, support and information to identify, prevent or mitigate workplace stressors.
- Implement policies and procedures which provide support to employees who experience detrimental health and social issues such as violence, harassment, personal tragedy or stress.
- Provide opportunities for managers, to up-skill, widen their knowledge, confidence and use tools to enable them to support their team members whilst maintaining their own positive wellbeing.
- Encourage our workforce to develop new skills to enable them to deal with challenges effectively.

#### **As a manager you should:**

- Connect with your team, build effective working relationships and promote positive behaviours which safeguard against bullying, harassment and discrimination.
- Engage in development opportunities to help you recognise when employees may need support and be confident, skilled and aware of how best to approach them.
- Support employees at work, consider reasonable workplace adjustments, suggest helpful tools and signpost to additional support.
- Arrange for a risk assessment to be carried out when it is identified that an employee is suffering from stress or where there is perceived risk of stress.
- Have regular meaningful conversations with your team, including the manageability of workloads, sharing training/development opportunities to enable them to better meet the demands of their job.
- Encourage work life balance.

- Escalate to your manager any concerns or issues that you cannot resolve.
- Maintain confidentiality unless the employee gives their consent for the information to be shared. An exception is if the employee discloses something that could cause harm to themselves or others.

**As an employee you should expect:**

- Supportive managers who are approachable and open to listening and discussing concerns.
- As part of your ongoing support from your manager to be routinely asked about your wellbeing.
- A safe working environment and a healthy work-life balance.
- Information to enable you to understand your role and responsibilities.
- Confidentiality and respect from your management and colleagues.
- Appropriate control over how your work is organised.
- Discussions about your learning and development relating to your work.
- Access to support mechanisms such as undertaking a risk assessment, employee counselling service and/or occupational health as appropriate.

**As an employee you should aim to:**

- Be supportive and understanding of colleagues, avoid causing health and wellbeing problems for others.
- Consider and take steps to ensure your own health and wellbeing including recognising the importance of achieving a work-life balance.
- Use the sources of support, information and tools on offer and/or seek support as early as possible from your manager.

**Scope**

This policy applies to all employees of Fife Council.

**Further Information**

For more information or advice contact HR Direct on VOIP 2000 or 01592 583200 or go to First Contact and submit an HR or Health and Safety enquiry.

Your Trade Union can also be another source of support and advice.

Unless otherwise indicated, all HR policies and procedures can be found in the HR Direct 'bubble' on FISH. The following policies and associated guidance and tools support the implementation of this policy.

OHS7 Managing Stress at Work

AM01 Attendance Management Policy

AM02 Attendance Management Policy (Teachers)

CC01 Employee Code of Conduct

D107 Grievance Policy

EO01 Equality of Opportunity Policy

FW20 Flexible Working Guide  
WH02 Working Time Regulations Policy  
IN01 Induction Policy  
MC01 Managing Workforce Change Policy  
OD01 Employee Development Policy  
OD12 How We Work Matters  
Performance Management/Talking Points  
Employee Benefits  
Employee Health and Wellbeing  
Health and Safety Executive (HSE) Talking Toolkit

Produced by Fife Council Human Resources Service  
September 2019: Issue Number 1.0