

Build a Better Workplace Culture Policy

(Insert organisation name)

About this Policy

Purpose

The purpose of this policy is for the leadership and management team of **(Insert organisation name)** to promote and maintain a psychologically safe workplace culture which supports the mental health and wellbeing of all employees. Leaders play an important role in shaping and sustaining psychologically safe workplace cultures as they help define the shared beliefs and values which ultimately shape employees' perceptions and behaviours. A positive, respectful and inclusive workplace culture which values the contribution and development of all staff is essential to high workplace morale and lower stress at work, which helps reduce the risk for psychological injuries. The leadership and management team must demonstrate their commitment to building a better workplace culture by helping to improve workplace standards and practices which support employee mental health, including workplace policies, procedures, and ensure all relevant legislative requirements are understood and met.

(Insert organisation name) believes that embedding a supportive and psychologically safe workplace culture is key to ensuring the safety and wellbeing of all staff and further contributes to the organisation's success and sustainability.

Goals

The leadership and management team of **(Insert organisation name)** will:

- Develop a psychologically safe workplace culture that supports all employee's mental health by reducing known risk factors and promoting protective factors. These include industry specific factors such as fatigue management, critical incidents, substance use and inappropriate workplace behaviours
- Ensure the minimum standards of psychological safety are embedded in the workplace and proactively reduce any known psychosocial risks or hazards which meet relevant legislative requirements
- Promote a psychologically safe workplace through transparency and open dialogue throughout the organisation including between leaders, managers and employees
- Be open and inclusive by embracing differences, promoting diversity and connecting and responding to the real needs of employees
- Promote an environment where people can "speak up" regarding mental health challenges or concerns without fear, judgement, blame or criticism.
- Recognise and actively reduce stigma associated with mental health in the workplace

Scope

This policy applies to all staff of **(Insert organisation name)**

Responsibility

All leaders and managers are encouraged to:

- Demonstrate the importance of using care and compassion in supporting and promoting mental health and wellbeing for all employees
- Provide access to and promote a range of mental health resources which support employee's mental health and wellbeing
- Increase employee knowledge and capabilities of mental health and wellbeing through training opportunities, promotion, and information
- Ensure appropriate and timely support is offered to employee mental health concerns regardless of their cause
- Lead by example and inspire the workforce to engage in healthy behaviours to protect themselves against psychosocial risk factors and take reasonable care of their own mental health and wellbeing
- Ensure any inappropriate behaviour which contravenes this policy is acted on in a timely way.
- Contribute to **(Insert organisation name)**'s aim of providing a mentally healthy and supportive environment for all workers.

All employees have a responsibility to:

- Take reasonable care of their own mental health and wellbeing
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace
- Be active participants of the workplace culture, encouraging an environment where people can "speak up" regarding their mental health without judgement, fear or repercussions of any kind.
- Encourage the promotion and support of mental health and wellbeing initiatives.

Communication

(Insert organisation name) will ensure that:

- All employees are made aware of this policy at the commencement of work and is easily accessible in the workplace
- Employees are informed when a particular activity aligns with this policy
- All leaders and managers actively contribute to and provide feedback on this policy

Monitoring and review

(Insert organisation name) will review this policy _____ months after implementation and annually thereafter.

The effectiveness of the policy will be assessed through:

- Review the policy by management and committee to determine if objectives have been met and identify barriers and enablers to ongoing policy implementation.

Date

Manager

Title

{e.g. CEO, General Manager}

Signature

Date

Date of next review