

time to change

let's end mental health discrimination

Employer Pledge Action Plan

In order to continue with your request to sign the Employer Pledge, please complete this document and upload it to our website [here](#).

We ask that you submit your plan a **minimum of eight weeks** before the date of your pledge signing to allow us time to feedback on your plan and commission your pledge board.

It's not a problem if your action plan is still a draft at this stage. You can add to and develop your plan at any time as we encourage organisations to think about their action plan as a living document.

When you upload your plan to the website you will need the following documents/information:

- The completed Employer Pledge action plan
- The date and time of your signing
- Who is signing on behalf of your organisation
- Where the signing is taking place
- a copy of your logo in JPG format

You can find a full guide on how to fill out your action plan, along with an explanation of the nine key principles listed in the plan [here](#).

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Employer Pledge Action Plan

Action plan principle	Activity description <i>List at least one tangible activity your organisation has planned to tackle mental health stigma and discrimination for each action plan principle.</i>	Internal lead(s) <i>Outline who is responsible for each activity</i>	Timescales <i>Provide planned timescales and dates</i>	Performance measure(s) <i>Outline how you will monitor impact and success</i>
<p>Demonstrate senior level buy-in</p> <p>How will you show that your senior leaders are committed to addressing mental health in the workplace?</p> <p>How will your Pledge Signing activities demonstrate commitment from your senior leaders?</p>	<p>In addition to the MD for the Infrastructure division being a trained Mental Health First Aider, the CEO, MD for the Property Assurance division and all other members of the Senior Management team will undertake either a Mental Health First Aid or Mental Health Champion course.</p> <p>Mental Health Awareness Week – Senior Management to take part in challenges and share their personal stories with employees, as well as increase visibility across the business.</p> <p>Situations involving Mental Health across the business are discussed at all Senior Management meetings as high priority.</p> <p>The Management Team will be encouraged to put forward key members of their teams for Mental Health response training.</p>	<p>HR</p> <p>HR/Marketing/Senior Management</p> <p>All Senior Leaders</p> <p>HR</p>	<p>Actioned throughout 2019</p> <p>13th-19th May 2019</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Feedback from Mental Health First Aiders, HR Stay Interviews, Engagement Surveys and Exit Interviews</p>
<p>Demonstrate accountability and recruit Employee Champions</p>	<p>Mental Health First Aiders and Mental Health Champions to meet monthly to discuss awareness activities needed for employees and the support that is needed, as well as to ensure this plan is being actioned.</p>	<p>HR</p> <p>HR</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Feedback from Mental Health First Aiders and Champions, as well as the indicators</p>

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<p>Measuring the impact of your plan from the beginning is important. How will you ensure that this action plan is successfully implemented?</p> <p>Employee Champions can help you implement these actions, how will you recruit and share the action plan with your Champions?</p> <p>How frequently will your champions meet to check the action points in this plan?</p> <p>How will you ensure that you support your Employee Champions on an ongoing basis?</p> <p>More information on Employee Champions here.</p>	<p>Measure openness of employees across the business following Senior Management activities</p> <p>Monthly communications from Mental Health First Aiders and Champions to share their experiences and coping mechanisms.</p> <p>Conduct regular informal discussions with each Mental Health First Aider and Champion to ensure that they are receiving the necessary support.</p>	<p>HR/Marketing</p> <p>HR</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>outlined in section 1.</p>
<p>Raise awareness about mental health</p> <p>How will you get your employees talking about mental health?</p>	<p>Through monthly communications, as outlined above, as well as regularly promoting the Employee Assistance Programmes that we have available (via the Construction Industry Helpline, CiC and Perkbox promotions).</p> <p>Mental Health integration into Health & Safety practices, to be discussed at quarterly Health & Safety meetings.</p>	<p>Marketing</p> <p>HSEQ</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Measures outlined above, as well as tracking how many time the Employee Assistance Programmes are used.</p>

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	<p>All letters that are sent to employees regarding performance management will include information on Mental Health support.</p>	HR	Ongoing	
<p>Update and implement policies to address mental health problems in the workplace</p> <p>How easy is it for an employee struggling with a mental health problem, or their line manager, to find out how your organisation will treat them?</p> <p>How can you change your policies to encourage those with mental health problems to come forward?</p> <p>Please demonstrate how your will reach will be inclusive of staff from diverse backgrounds, for example; staff who identify as either LGBTQIA, BAME, Disabled or as part of a Faith Based Group.</p>	<p>A variety of policies are available for all employees via our internal HR system, Cascade, including the Anti-Bullying and Harassment (Dignity & Respect) policy, Equal Opportunities policy, etc.</p> <p>To develop a full Wellbeing strategy that supports Mental Health and Wellbeing activities.</p> <p>Policies to be updated to include example situations and the procedures that are followed to support employees.</p> <p>CET is an inclusive employer and does not target individuals. All of our activities and wellbeing initiatives will be available and inclusive of all employees. Full access to policies will be ensured for every employee.</p>	<p>HR</p> <p>HR/Marketing</p> <p>HR</p> <p>HR</p>	<p>Already in place</p> <p>Strategy defined by end of May – roll-out from June.</p> <p>End of May</p> <p>Already in place</p>	<p>Number of downloads of the policies, decrease in queries relating to this.</p> <p>Embed feedback into the mechanisms outlined in section 1.</p>

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<p>Ask your employees to share their personal experiences of mental health problems</p> <p>How will you get your employees to share their experience of mental health problems at an organisation-wide level? e.g through intranet posts or newsletters</p>	<p>Volunteers will be approached to share their personal stories during Mental Health Awareness Week – with the option to share anonymously or named, in blog format internally or by video, which will be shared with all employees.</p> <p>Regular communications (as outlined in section 2) via email, posters and presentations delivered by key managers.</p>	<p>HR/Marketing</p> <p>Marketing/HR</p>	<p>Mental Health Awareness Week</p> <p>Ongoing - Monthly</p>	<p>Feedback from Mental Health First Aiders and Champions on the openness of employees, as well as the feedback mechanisms outlined in section 1.</p>
<p>Equip line managers to have conversations about mental health</p> <p>How will you ensure all of your line managers feel comfortable discussing mental health with their line reports?</p>	<p>To create a Mental Health Toolkit for all Managers to use with their direct reports. This will include conversation cues, how the business can support them and how they can support their direct reports. Training will also be provided.</p>	<p>HR</p>	<p>Ongoing</p>	<p>Measure the number of serious incidents that may occur which feature Mental Health.</p>
<p>Provide information about mental health and signpost to support services</p> <p>How will you ensure your employees have easy access to information on mental health and where to find help?</p>	<p>Signposting to our Employee Assistance Programmes will be included in all regular Mental Health communications to employees, as well as feature in relevant communications to employees.</p> <p>Posters and other visual aid communications to be placed/refreshed at all sites. Details can also be found on our HR system that all employees have access to.</p>	<p>Marketing/HR</p> <p>Marketing</p>	<p>Ongoing</p> <p>End of May</p>	<p>Measure the use of the EAP services.</p>