



MENTAL HEALTH AND WELLBEING POLICY

1. INTRODUCTION

Charles Sturt Campus Services believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

2. SCOPE

This policy applies to all employees of Charles Sturt Campus Services, including contractors and casual staff.

3. PURPOSE

The purpose of this policy is for Charles Sturt Campus Services to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate employees active participation in a range of initiatives that support mental health and wellbeing.

4. RESPONSIBILITIES

All employees are encouraged to:

- understand this policy and seek clarification from management where required
- consider this policy while completing work-related duties and at any time while representing Charles Sturt Campus Services
- support fellow workers in their awareness of this policy
- support and contribute to Charles Sturt Campus Services 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, including physical health
- take reasonable care that their actions do not affect the health and safety of other people in the workplace.

CSCS Management Team have a responsibility to:

- ensure that all workers are made aware of this policy
- actively support and contribute to the implementation of this policy
- manage the implementation and review of this policy.

5. POSITIVE MENTAL HEALTH

5.1 Positive mental health is characterised by feeling good and functioning well. According to the World Health Organisation, mental health is a state of well-being in which a person can:

- Cope with the normal stresses of life



- Work productively and fruitfully
- Realise their potential, and
- Contribute to the community

5.2 Your mental health is as important as your physical health. Research has shown that you can help to build and maintain your mental health by taking some simple steps, including:

- Socialising with your friends, family and others in the community
- Engaging in regular exercise, eating a healthy diet, avoiding excess alcohol or other drugs and going for regular check-ups with your doctor
- Engaging in meaningful work, including volunteering, helping a neighbour or performing small acts of kindness, and
- Taking time to relax and enjoy the things you really enjoy

5.3 If you are interested in other ways for building and maintaining personal positive mental health issues, CSCS recommends that you see your doctor. CSCS can also coordinate consultation with our Employee Assistance Program provider, OPTUM, just ask your CSCS Supervisor or other Management Representative.

6. SIGN OFF

Company Representative:

Signed: _____ Date: _____

Name: Martin Dooner Position: General Manager