



CW022

Curious Care: Mental Health and Wellbeing Policy

Purpose

The purpose of this policy is for CuriousWorks to provide guidelines and procedures to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to maintain or adopt healthy lifestyles, including taking responsibility for their own mental health and wellbeing.

CuriousWorks believes that the mental health and wellbeing of our staff is key to organisational success and sustainability. Everyone in this workplace has a responsibility to maintain and support our healthy workplace. All individuals have the right to choose their level of participation.

Section 1 - Principles

This policy applies to all employees of CuriousWorks, including full-time and part-time employees, casuals, contractors and volunteers. We are committed to our employees having the opportunity to engage in positive mental health and wellbeing practices.

CuriousWorks recognises its corporate responsibility under the *Work Health and Safety Act (2011)*, to provide a safe work environment that includes reducing psychological health hazards. These psychological hazards can lead to work-related stress which may contribute to anxiety or depression in the long term. Employees also have responsibility to take care of themselves and others, and to work with CuriousWorks to maintain a safe, healthy and supportive work environment.

Section 2 - Objectives

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment). Refer to *CW008 Workplace Harassment and Bullying Policy* and *CW013 Complaint Procedure*
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To facilitate employees active participation in a range of initiatives that support mental health and wellbeing.
- To develop further awareness of ways each individual can implement positive behaviours to assist them in achieving a healthy work/ life balance.
- To support and promote employee wellbeing through work practices, a positive culture and leadership. Refer to *CW004 Employee Code of Conduct*.



Section 3 - Implementation

- Develop and promote the **Curious Care Wellbeing Toolkit**, a practical guide and resources for employees to help identify, assess, and control psychological health and safety risks in the workplace.
- Ensure effective health and wellbeing communication channels are in place.
- Enable and cultivate a positive workplace culture that promotes respect, connectedness, is inclusive and provides care and support.
- Key employees are offered Mental Health Training.
- Opportunities are organised for staff to be involved in a range of positive mental health and wellbeing activities at the workplace.
- Employees are encouraged to plan their annual leave in advance.
- Management to monitor staff workloads and ensure individual TIL accrual is not excessive.
- Management are open to feedback and ideas on when, where and how work is performed and establish flexible working hours if possible.
- A reflective and evaluative session takes place after each project, allowing opportunities and a safe space for debrief and feedback;
- Employees are recognised and acknowledged for the work they do and achievements are celebrated.

Section 4 - Responsibilities

CuriousWorks has a responsibility to:

- Ensure that employees are made aware of and have access to this Policy;
- Ensure that employees are informed when a particular activity aligns with this policy;
- Ensure that employees are empowered to actively contribute and provide feedback on this policy;
- Ensure that employees are notified of all changes to this policy;
- Ensure Management actively supports and contributes to the implementation of this policy, including protecting employees from discrimination and bullying, providing a safe and healthy workplace and protecting an employee's right to privacy;
- Ensure Management identifies and puts in place reasonable adjustments to the working environment that might assist an employee with a mental health condition to continue to perform their role.

Employees have a responsibility to:

- Take reasonable care of their own health and wellbeing, including physical and mental health;
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace;
- Inform Management if their mental health condition is affecting how they carry out the inherent requirements of their job;



- Inform Management if their mental health condition is affecting their health and safety and/or the health and safety of colleagues. Failure to tell anyone about a health and safety risk could be a breach of an employee's obligations under Work Health & Safety legislation;
- Understand this policy and seek clarification from Management where required;
- Consider this policy while completing work-related duties and at any time while representing CuriousWorks;
- Support fellow workers in their awareness of this policy;
- Support and contribute to CuriousWorks' aim of providing a mentally healthy and supportive environment for all workers.

Section 5 - Privacy and Confidentiality

An employee's right to privacy is covered by the Australia-wide Privacy Act 1988 (Cth). If an employee informs CuriousWorks of their mental health condition, CuriousWorks cannot disclose this information to anyone without the employee's consent and will only use this information for the purpose for which it was disclosed.

CuriousWorks has safeguards and practices in place to ensure any personal information collected is protected. As an employee with CuriousWorks, you have the following rights:

- The right to privacy, confidentiality and freedom of information;
- The right to access information about yourself and the right to keep confidential information about yourself private;
- The right to have only directly relevant information collected and stored by CuriousWorks;
- The right to have your personal contact details kept from third parties, except when legally required to disclose it. If your personal information is requested by someone other than yourself, CuriousWorks will let you know who was trying to make contact;
- The right to have all confidential information about you destroyed if you have not made contact with CuriousWorks for three years; and
- The right to have your electronic and online personal data password protected.

Section 6 - Monitoring and Review

This policy will be reviewed as part of the CuriousWorks' policy review cycle, or as required to keep the policy up to date with current legislation, research and best practice.

Effectiveness of the policy will be assessed through:

- Feedback from employees and management affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to staff health and wellbeing issues;
- Monitoring the implementation, compliance, complaints and incidents in relation to this policy;
- Staff and Management Committee review to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.