



## On the Way - Reviewing Your Commitment to the Charter

### Introduction



**Thank you** for your continued commitment to the Charter for Employers who are Positive About Mental Health.

*On the Way* is a Review of that commitment and asks about:

- What your organisation is doing to promote your commitment as a Charter signatory
- Good practice you already have in place to support mental wellbeing
- Areas you feel need improving
- Action you will be taking

Your Review will be kept confidential and will not be shared with anyone else without your consent.

**All you need to do to remain a Charter signatory is to..**

- Complete this *On the Way* Review
- Pay the Charter Review Administration Fee

### **Notes on completing your Review:**

- Remember, the Charter is not an accreditation or a set of quality standards. There are no 'pass or fail' marks. If you don't feel the aspirations of the Charter are being achieved across the whole organisation, that's fine - you can still be a signatory. If you need a reminder of the aspirations visit [www.mindfulemployer.net/charter](http://www.mindfulemployer.net/charter)
- The Review is about what you do to support the mental wellbeing of your staff (not your customers or people who use your service). It's about all employees – from people who have worked for you for a long time right through to new recruits.
- Use examples to illustrate your good practice – don't focus just on policies.
- If your review is light on content (e.g. boxes left empty or containing little detail or text) we may contact you to request further completion or information.
- Need more time? Do contact us on 01392 677064 or [info@mindfulemployer.net](mailto:info@mindfulemployer.net) if you require an extension (up to a maximum of 3 months beyond the due date).

If you are not able to complete this in one sitting, then **providing you use the same computer & the same browser**, you should be able to complete the Review at different times. SurveyMonkey will place a 'cookie' on your computer so responses are automatically saved. Most browsers accept cookies by default but if you are not sure, you may like to check responses are being saved as you go along... e.g. complete Question 1, close the browser and then open it again using the link we provided. Any problems, please contact us.



Contact details



1. Please complete the following information in full

Your Name

Position

Company/Organisation

Address 1

Address 2

Address 3

Postcode

Tel No

Email

How many paid members of staff do you employ at the moment?

2. How long has your organisation been a Charter signatory? (If you're not sure, please look at the email we sent to you which requested this Review and that will tell you)

- 2 years
- 5 years
- 8 years
- 11 years



**Promoting your commitment**

**\* 3. Is the Charter on display in your premises?**

- Yes
- No
- Some but not all of our locations/buildings

**4. Would you like an updated version of the Charter to display to show you have completed this Review?**

- Yes (we will send you a pdf once payment received)
- No

**\* 5. Is the MINDFUL EMPLOYER logo shown on your website with a link to [www.mindfulemployer.net](http://www.mindfulemployer.net)?**

- Yes: Logo & link - please type the exact address (URL) of the page on your website where that link is shown.
- Yes: Logo only (maybe you could make a link to [www.mindfulemployer.net](http://www.mindfulemployer.net)?)
- No - in the box below, please let us know if there is a particular reason

Comments

**\* 6. Where else does the logo appear?**

- Annual Report
- Compliment Slips
- Letterheaded paper
- Newsletters or staff bulletins (paper or online)
- Other leaflets or publications - please give examples in box below
- None - in the box below, please let us know if there is a particular reason

Examples & comments

**\* 7. Does the organisation regularly make existing staff and new employees aware that it is a Charter signatory?**

- Yes - please give examples of how this is done in the box below
- No - in the box below, please let us know if there is a particular reason

Examples (e.g. newsletters, leaflet with pay slips, staff meetings, intranet) & comments

**\* 8. Which MINDFUL EMPLOYER publications do employees have access to?**

- MINDFUL EMPLOYER Line Managers' Resource*
- Keeping Well at Work*
- The general MINDFUL EMPLOYER leaflet
- Other MINDFUL EMPLOYER publications (e.g. *Making Work Work* or *Feeling Stressed, Keeping Well*) - if so, please use box below to state which ones
- None - please use the box below to give any particular reason for this

Other comments

Details of our publications can be found at [www.mindfulemployer.net/support/publications](http://www.mindfulemployer.net/support/publications)

**\* 9. What type(s) of mental health awareness training do employees have access to?**

- Workshops/courses for line managers to help support staff
- Workshops/courses for other staff who work for your organisation
- e-learning or other online courses
- Mental Health First Aid
- None
- Other (please specify)

Details of the workshops we can provide for your employees at your premises can be found at [www.mindfulemployer.net/awareness](http://www.mindfulemployer.net/awareness)

If you've answered 'No' or 'None' to any of the above questions, perhaps that may be an area in which to take some action? Do get in touch with us if we can help.



**Supporting employee mental wellbeing**

We appreciate you may also use the Disability Symbol ('Two ticks'), Investors in People, Workplace Wellbeing Charter and other similar schemes.

For the purpose of this Review, please confine your responses **solely** to how they relate **to the MINDFUL EMPLOYER Charter** and the **mental wellbeing** of your organisation's employees.

**\* 10. We have the following good practice in place to support employee mental wellbeing:**

**11. If you wish, please describe a recent example of how an employee was supported (a case study, if you like).**

**12. It is really helpful for other employers to be aware of good practice and case studies. Subject to a further discussion with you, would you be happy for us to consider sharing the good practice you have identified in Question 10 &/or 11?**

Yes - if ticked, we will not publish anything without discussing it further with you

No



**Making improvements**

**\* 13. We feel that the following areas require improvement in our support for employee mental wellbeing:**

**\* 14. We plan to take the following action to address the issues identified in question 13:**





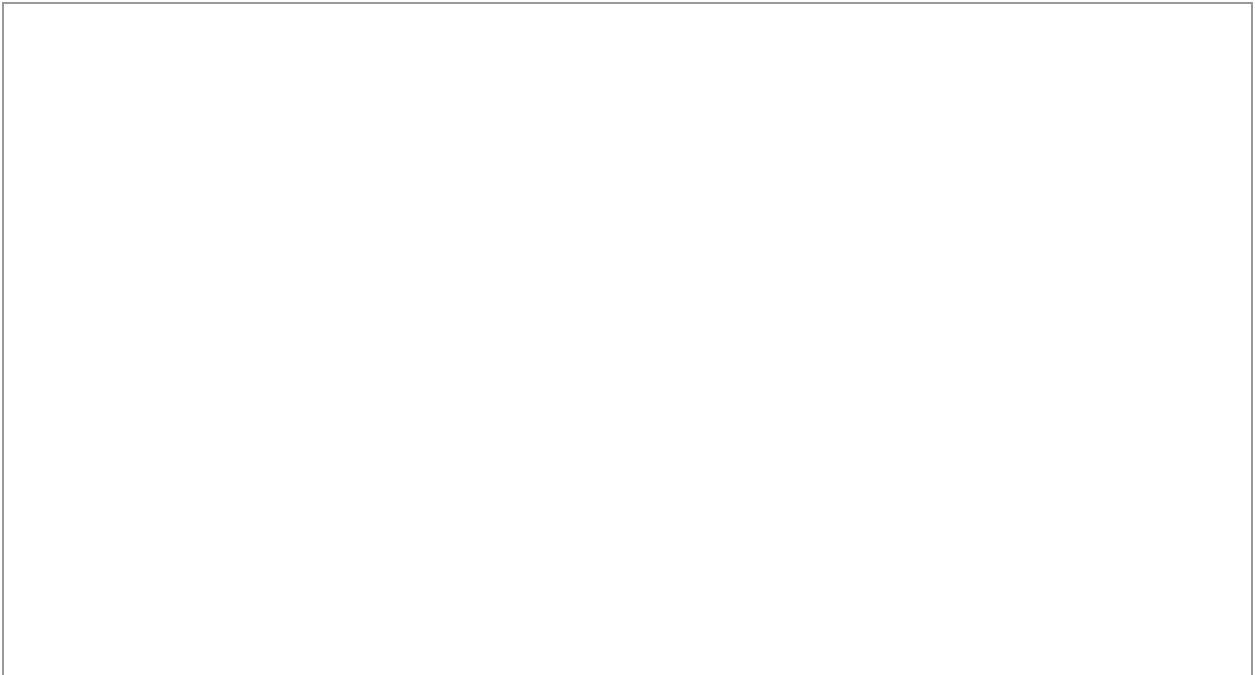
**\* 15. What would you say have been the main benefits of being a Charter signatory?**

- Shows employees and others that we are a good employer
- Expresses corporate social responsibility
- Reduces staff and training costs
- Helps towards complying with legislation (e.g. Equality Act & HSE)
- Reduces sickness absence
- Enhances customer service
- Improves productivity
- Helps retain staff who have experienced discrimination in the past
- Makes for a healthier workplace

Other (please specify)

**16. Anything else?**

**If you wish, please use the space below to tell us if there is anything else you would like from MINDFUL EMPLOYER as an initiative as a whole or for your organisation in particular.**

A large, empty rectangular box with a thin black border, intended for the respondent to provide additional feedback or suggestions regarding the MINDFUL EMPLOYER initiative.



### Paying the Administration Fee

MINDFUL EMPLOYER is run by Workways, a service of Devon Partnership NHS Trust. **Payments are made to Devon Partnership NHS Trust** (NB Not MINDFUL EMPLOYER). The fee is VAT exempt.

**17. If raising a Purchase Order, please address your order to Devon Partnership NHS Trust, Wonford House, Dryden Road, Exeter EX2 5AF & either send it to MINDFUL EMPLOYER, Workways, New Leaf, Farm House Rise, Exminster, Exeter EX6 8AB ([info@mindfulemployer.net](mailto:info@mindfulemployer.net) or Fax: 01392 677069) or enter Purchase Order Number in box below**

**\* 18. Please select which fee applies to your organisation**

- £75 (under 50 employees)
- £110 (50-250)
- £150 (250+)

**\* 19. Please choose one payment method**

- BACS** to: Sort code: 08-33-00 Account Number: 12274647 Please quote reference: Mindful Employer (Review)
- Cheque** - payable to 'Devon Partnership NHS Trust'. Send to: MINDFUL EMPLOYER, Workways, New Leaf, Farm House Rise, Exminster, Exeter EX6 8AB
- Invoice** - If choosing this method, Devon Partnership NHS Trust will send an invoice to the person shown at Question 1 unless you indicate differently on the next question. Invoices to be settled within 30 days.



**Paying the Administration Fee**

**20. For BACS payments please complete the following:**

Name of organisation making payment

Date payment made by your finance department/office

Do you also require an invoice to complete audit trail?

Please ensure you quote reference: Mindful Employer (Review)



### Paying the Administration Fee

**21. For cheque payments, please confirm a cheque payable to Devon Partnership NHS Trust has been posted to MINDFUL EMPLOYER, Workways, New Leaf, Farm House Rise, Exminster, Exeter EX6 8AB**

Yes



**Paying the Administration Fee**

**22. Devon Partnership NHS Trust will send an invoice by post to the person shown at Question 1. Please enter full details of invoice address (inc postcode) if different.**

When paying, please ensure you quote our invoice number on your payment instructions



Thank you

- \* 23. I understand that by completing this Review and by paying the administration fee (which is non-refundable) that we will remain a signatory to the Charter for Employers who are Positive About Mental Health. We understand that further information or clarification may be requested if our Review is considered to be light on content.

Please tick the box below to indicate your agreement to the above.

Agree

Thank you for completing *On the Way*. You remain a Charter signatory.

We will send you a pdf copy of your Review within the next 5 days. You will receive a response to the Review itself within 6 weeks of us receiving payment of the administration fee. Our response will focus primarily on providing offers of information and support relating to the action points you have identified in Question 14.

**The fact you have completed *On the Way* and will be paying your administration fee means you remain a signatory - that status is not dependent on our response.**

After this one, the next Review and administration fee will be due in 3 years time – but do please contact us on 01392 677064 or [info@mindfulemployer.net](mailto:info@mindfulemployer.net) at any time.

You can find further information about our publications and training and many more resources at [www.mindfulemployer.net](http://www.mindfulemployer.net)

Thank your for your continued commitment.