



# Feature M01: Mental Health Promotion

## Part 1: Commit to Mental Health Promotion

WELL v2™ pilot  
Q1 2020 addenda

How to use this document:

This document is intended to serve as a guide on how to create educational materials required for Part 1: Commit to Mental Health Promotion of Feature M01: Mental Health Promotion. This document is meant to demonstrate an acceptable degree of detail for a documentation submission. Ultimately, the level of detail is up to the discretion of the project team, as long as each of the requirements is sufficiently addressed.

- Part 1: An example policy document outline has been provided with examples. Note, variable items are highlighted in yellow throughout the document.

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The text is updated to the Q1 2020 version of WELL v2 pilot, which may vary from future versions of WELL v2.

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# FEATURE M01: MENTAL HEALTH PROMOTION

## PART 1: COMMIT TO MENTAL HEALTH PROMOTION EXAMPLE POLICY DOCUMENT

At <<INSERT COMPANY NAME>>, we are committed to supporting occupant mental health and well-being, as described below.

*Example Intro: We actively support and promote the mental health and well-being of our employees by offering various mental health promotion programs. All employees qualify for the below offerings. We hope that you will take advantage of them!*

<<INSERT AT LEAST THREE CURRENT OR FUTURE MENTAL HEALTH PROMOTION PROGRAMS OR INITIATIVES, WHICH DETAIL THE BELOW:>>

- A. Description of program (e.g., education or awareness efforts, offering mental health screenings, stress management programs, trainings offered by a qualified in-house or contracted professional)
- B. How these efforts are promoted to occupants (e.g., organization-wide email reminders, posters).
- C. How these efforts are tailored to the culture and needs of the target population (e.g., why a focus on stress management, sleep or nature incorporation) as established by at least one of the following sources:
  - a. Local or national mental health data, research or trends.
  - b. Occupant survey responses.
  - c. Occupant interviews or focus groups.

*Example 1: Mental health education and training:*

- A. All new employees are required to undergo a 4-hour Mental Health First Aid at Work training led by a certified instructor within six months of beginning employment.
- B. Training is offered on-site and managed and promoted by Human Resources. Human Resources requires that all employees participate in the training.
- C. The training will be focused on adults and offered in both English and Spanish because this reflects the employee population and occupant survey responses. The topics receiving the most time in the training are the topics that showed up most prevalently in the survey responses: sleep and stress management.

*Example 2: Quarterly stress management and mental well-being webinars:*

- A. All employees can take part in webinars to help manage their stress and support their mental well-being.
- B. Webinars are promoted via the company calendar and monthly organization-wide email.
- C. Webinar topics are prioritized based on occupant survey data and responses.

*Example 3: On-going guided meditation:*

- A. Guided meditation is offered weekly, in-person, on-site, in a quiet and calm space. Those who cannot attend in-person have the option to dial in. To support ongoing mindfulness practice, all employees are provided a free membership to a meditation program.
- B. Guided meditation opportunities are promoted via the company calendar and monthly organization-wide email. Additional information is provided in the employee handbook.

- C. *Occupant focus groups identified meditation offerings as a way to promote mental health in the workplace.*

*Example 4: Mental health and well-being working group:*

- A. *All employees have the opportunity to join the organization's mental health and well-being working group. The working group includes representation from senior management, employees, human resources and occupational health.*
- B. *Working group meetings are promoted via the company calendar. Working group announcements and programs will be communicated via the company intranet and newsletter.*
- C. *The working group will prioritize the top three mental health concerns as identified in the occupant survey.*