

MENTAL HEALTH

Reasonable Adjustments

SUPPORTING AN EMPLOYEE'S RETURN TO WORK

- Consider a phased return to work with regards to both hours and workload
- Consider the possibility of home-working
- Ensure the employee is welcomed by colleagues on their return to work
- Ensure the employee is not isolated and train managers to provide a positive response
- Ensure the employee returns to a “clean tray”
- Support the employee to develop a list of priorities each working day
- Break large tasks down into smaller stages
- Discuss triggers of stress/depressive symptoms – work with the employee to reduce these in the workplace where possible (see ‘Wellness Recovery After Plan (WRAP)’)
- Allow additional, shorter, longer or more flexible breaks
- Allow time off for appointments and/or counselling
- Ensure natural light in the workspace
- Reduce distractions and interruptions to help with concentration
- Do not ignore symptoms of stress or depression – line managers should meet with employees regularly to discuss health and wellbeing and provide ongoing support

Disciplinary scenario...

- If it is necessary to take disciplinary action while an employee is suffering from Mental Health symptoms, ensure proceedings are handled with flexibility and sensitivity
- Give advanced notice of hearing dates and relevant information documents
- Ensure the employee is fully aware that they are entitled to be represented by a fellow colleague or a trade union rep
- You may need to be flexible on a hearing date until the employee is well enough to attend
- Ensure that meetings take place on time with no delay – prolonged waiting may cause additional stress for the employee
- Adopt a non-threatening manner and mode of speech