

# How to be mentally healthy at work

Learn how you can be mentally healthy at work, with suggestions for what you can do and where you can get support if you experience poor mental health.

If you require this information in Word document format for compatibility with screen readers, please email: <a href="mailto:publications@mind.org.uk">publications@mind.org.uk</a>

## Contents

Work and mental health	2		
Types of work  Work and stress  Difficult work relations  Getting support at work	10		
		Returning to work	21
		Useful contacts for work mental health	24

# Work and mental health

This resource is for people managing their own mental health at work.

- If you are an employer, see our information on taking care of your staff.
- If you are looking for legal advice about your rights at work, see our pages on discrimination at work and disability discrimination.

### On this page:

- Is working good for my mental health?
- What if work is making my mental health worse?
- What if I'm unemployed?

# Is working good for my mental health?

Many people find that working is good for their mental health. A job can help you look after your mental health by providing:

- a source of income
- · a sense of identity
- · contact and friendship with others
- a steady routine and structure
- opportunities to contribute and gain skills.

"We work closely together as a team and being part of that gives me a sense of selfworth and builds my self-esteem."

At times your work may be affected by your mental health problem. For example, if you are experiencing <u>depression</u>, you might feel so tired that you are unable to work. But with support from your employer, you can make some changes to help manage and improve your mental health at work.

# What if work is making my mental health worse?

If work is having a negative effect on your mental health, try to figure out what is causing this. It could be:

- suffering from workplace stress
- having poor relations with your colleagues
- doing a certain type of work
- being treated unfairly because of your mental health problem (experiencing <u>stigma</u>)
- deciding whether to tell your employer about your mental health problem
- worrying about returning to work after a period of poor mental health.

"I was proud of my ability to keep my anxiety hidden from my colleagues and saw it as a sign of strength. Until the day it became impossible."

Whether you have a mental health problem or not, your employer has a duty of care to you under health and safety legislation. You have the right to work somewhere safe. This means where any risks to your health are properly assessed and controlled.

For more information, visit the Health and Safety Executive (HSE) website.

### What is disability discrimination?

Disability discrimination is when you're treated badly because of having a disability, or something related to being disabled.

Under the Equality Act 2010, your mental health problem is a disability if:

- it has a substantial effect on carrying out your normal day-to-day activities
- your condition is long term (meaning it has lasted, or is likely to last, 12 months or more).

See our pages on <u>disability discrimination</u> and <u>discrimination at work</u> for more information. You can also contact the <u>Equality Advisory Support Service</u> for independent help and advice.

# How can I stay mentally healthy if I'm unemployed?

You might be unemployed as a result of your mental health problem, or for reasons which don't involve your mental health. Some reasons could be:

- redundancy
- long-term sickness
- lack of opportunities
- relocation
- dismissal
- not being well enough to work.

When looking for a new job, it can take time to find a suitable role, write applications and prepare for interviews. This can feel very challenging.

You might also find that being unemployed affects your confidence. It can feel disappointing if employers don't get back to you. See our pages on wellbeing and increasing your self-esteem for ways to look after yourself.

"I was unemployed for quite a few years after being made redundant from my role at another organisation. I went into a very bad state of mind."

## Who can support me in finding a job?

If you have a mental health problem, you may sometimes face barriers to finding employment. The following organisations can support you:

- Shaw Trust and Remploy work with people with mental health problems. They
  help with interview preparation, finding suitable employment and staying well in
  work.
- <u>Jobcentre Plus</u> advisers can assist you in finding a job that is right for you. They
  can also help you with your claims for financial support while unemployed.
- <u>Rethink Mental Illness</u> provides information about some schemes and organisations that can help you into work.

## What if I'm not well enough to work?

If you're not well enough to work, there are still ways of getting the benefits of having a job. You can meet new people, gain skills and contribute to a community. If you feel able to, you could consider the following activities:

- Try volunteering. For local volunteering ideas and opportunities, visit the <u>National</u>
   <u>Council For Voluntary Organisations</u> (NCVO) website for England or
   the <u>Volunteering Wales</u> website.
- Join a community group. The Government website has a feature where you
  can search for local community groups and services. You could also check local
  noticeboards, social media groups and newspapers to see what's on near you.
- Do a free course. Some colleges and universities offer distance learning courses
  that cost nothing at all. You can study remotely in your free time. Visit the <a href="Open University">Open University</a> website for more information.

Sometimes you might even need to take a break from work for your mental health. Read more about taking time off for mental health.

# Types of work

You can choose from different types of work to suit your mental health needs. This information explains each type, as well as some of the pros and cons you may encounter.

### On this page:

- Flexible working
- Part-time work
- Shift work
- Casual work (zero-hours contracts)
- Working from home
- Self-employment

By understanding what type of work suits you best, you might feel more able to manage your mental health. When deciding, try thinking about the following questions:

- How many hours you can work. Do you have other commitments that take up your time?
- When you can work. Do you need time in the day to go to appointments, or evenings free for childcare?
- Where you work. How long do you want to commute and what environment would suit you?
- Who you work with. Do you prefer to work on your own or with other people?

"Many employers now realise, perhaps for the first time, that supporting people with mental health conditions at work is really important, and rewarding."

# What is flexible working?

Flexible working is a way to have more control over how, where and when you work. Choosing your own working hours is one example. With this you may have to work certain 'core hours', such as 10am to 4pm. You can vary your start and finish times outside these hours.

Flexible working can also mean job sharing (letting people share a job) or regularly working from home.

## Some advantages of flexible working

- You have control over your hours, which can improve your work-life balance.
- You can more easily avoid rush-hour crowds, traffic and peak travel costs.
- You can be available to attend medical appointments.

### Some disadvantages of flexible working

- Not always doable, as certain roles require you to work set hours sometimes.
- If you struggle with creating structure and routine, it can be challenging.

You have the right to request flexible working once you've worked somewhere for 26 weeks or more. For details on this, you can read the <u>Government information on flexible</u> working.

"My employer gives me the chance to do a more flexible working hour schedule, as long as the work is done."

## What is part-time work?

Part-time work is where you work fewer hours or days per week than a full-time job.

## Some advantages of part-time work

- You can have a better work-life balance with the extra time you gain.
- You have more time to attend medical appointments and look after your wellbeing.
- If you have children or someone to care for, you can have a more regular schedule.

### Some disadvantages of part-time work

- Your income may be lower due to working fewer hours.
- You don't have as much time to get to know your colleagues.
- In your working hours, you have less time for training and development.

## What is shift work?

Shift work is where you work various hours at different times each week.

Your hours may be both within and out with the common nine-to-five day. It may involve working mornings, evenings, nights and weekends.

### Some advantages of shift work

- Your hours of work and days off are more flexible.
- You have more time in the day for medical appointments and looking after your wellbeing.
- If you take medication in the morning that makes you drowsy in the day, working late might suit you.

## Some disadvantages of shift work

- You might feel you have a lack of routine, less stability and structure.
- If you work evening and night shifts, this can be linked to sleep problems.
- Your social life might be impacted if you often work at odd hours.

# What is casual work? (zero-hours contracts)

Casual work (or zero-hours contracts) is where you choose to work hours that are offered to you. There is no set minimum amount that you must do.

### Some advantages of casual work

- You can choose the amount of hours you want to work each week.
- Your employment can usually end without having to serve a notice period.
- You can gain some extra income by doing this type of work on the side.

### Some disadvantages of casual work

- As you have no definite hours of work per week, you have no guaranteed income.
- Your hours can be unpredictable and offered at the last minute.
- You're not always entitled to statutory benefits (such as sick pay, annual leave and maternity or paternity pay).

## What is working from home?

Working from home is where you can do some or all of your work from home, or anywhere other than your normal workplace. It is also known as remote working.

### Some advantages of working from home

- You can work in a quieter environment with fewer distractions.
- You rarely need to travel for work, or maybe never at all.
- You have fewer social interactions (which can be positive if you have social anxiety, for example).

### Some disadvantages of working from home

- You might not get as much direct support from your employer.
- You might have a lack of suitable work equipment at home.
- You can feel isolated and not part of your team or company.
- Switching off from work at the end of the day can feel difficult.

# What is self-employment?

Self-employment means working for yourself rather than a company or employer. Sometimes it is known as being a freelancer or an independent contractor.

## Some advantages of being self-employed

- You have complete control to choose the hours you work.
- Work from home, a co-working space or wherever suits you.
- You have greater choice over who you work with and the work you want to take on.

### Some disadvantages of being self-employed

- As you have an unreliable workload, this could also mean an uncertain income.
- You might find it hard to find stability and a sense of routine.
- You have fewer employment rights see the Government information on <u>self-employment rights</u>.

# Work and stress

It's helpful to learn how to manage stress caused by work. If you often experience feelings of stress, you might be at risk of developing a mental health problem like depression or anxiety.

Stress can also make your existing mental health problems feel worse.

## On this page:

- How to cope with stress at work
- Problems with your workload
- Difficult work-life balance
- Lack of support in your workplace

## How to cope with stress at work

You don't need to cope with stress at work alone. Here are some general ideas you can try to help you manage:

- Understand more about stress. Recognising the <u>signs of stress</u> and learning about the <u>causes of stress</u> is good place to start.
- Figure out what you find stressful and helpful. You could make a <u>Wellness Action</u>
   Plan to map out what causes you stress and what keeps you well. Once you know what's best, talk to your employer. They may be able to make some changes to help you.
- Learn different coping techniques. Everyone deals with stress differently, so take
  time to find methods that work for you. Use them as soon as you start to feel
  pressure building. Check out the guides from the <a href="Stress Management Society">Stress Management Society</a> for
  ideas.
- Try practising mindfulness. This practice is about focusing on the here and now. It
  might help you to find calmness and clarity to respond to stressful situations. See
  our pages on mindfulness to learn more.
- Look after your physical health. Eat well and try a gentle activity like going for a
  walk or doing a <u>chair-based exercise</u>. Our pages on <u>physical activity</u> and <u>food and</u>
  mood have more details on how this can help your mental health.

"I try to keep each task short and clear, take breaks when getting tired and be polite, honest and empathic with the people I work with."

### Building resilience

Looking after your wellbeing can help you deal with pressure. In turn, this can reduce the impact of stress on your life. This is sometimes called <u>building resilience</u>.

Resilience is your ability to recover or adapt quickly when faced with challenges. By building resilience, you can better maintain your mental wellbeing when things get difficult.

For more ideas on building resilience and coping with work pressure, see our pages on how to manage stress.

## Managing common stressful situations at work

If you feel stressed by a certain problem at work, you might not be alone in this.

Anyone can experience some of these common stressful situations in the workplace. The important thing is understanding how to manage them.

## Problems with your workload

- Ask your manager for help. Discuss your workload with your manager. Try setting realistic targets and talk about how you can solve the issues you're having.
- Try to balance your time. You might be doing too much at once. If you don't give each task your full attention, it can take longer. Try to claim your time back if you ever need to work extra hours to get something done.
- Reward yourself for achievements. Rather than only focusing on work that needs
  to be done next, reward yourself for tasks you've completed. Your reward could
  be taking a break to read, do a puzzle, chat with co-workers or spend time
  outside.
- Be realistic. You don't have to be perfect all the time. You might find that you're being more critical of your own work than you need to be. Work within your limitations and try to be kind to yourself.

"I don't take on too much at one time, little steps are the way. Breathing strategies, having a mindset and thinking, 'I can do this!""

## Difficult work-life balance

- Give yourself short breaks. Take these throughout the day, as well as at least half an hour away from your desk at lunch. Spend some time outside if you can.
- Take some time off. Try to use the holiday you're entitled to. If things get too much, a few days off or a long weekend can help you feel refreshed. This can even increase your productivity in the long run.
- Focus on your life outside work. Nurture relationships with people you don't work with. Develop interests and skills that you don't use in your job. This can help you see the difference between your personal life and your working life.
- Develop end-of-day habits. Finish your working day by tidying your workspace or making a to-do list for tomorrow. This can help you switch off from work, especially if you're working from home.

## Lack of support in your workplace

- Find out about services in your workplace. Some organisations have employee assistance programmes (EAPs) which offer free advice and counselling. Others have internal support systems such as mentoring or buddy systems.
- Tell someone that you feel unsupported. You should be able to discuss this with
  your manager. If you feel you can't talk to them, speak or write to someone else.
  This could be your human resources department or trade union representative, if
  you have one.
- Develop good relationships with your colleagues. Connecting with people you
  work with can help build up a network of support. Having connections with coworkers can also make work feel more enjoyable.

"My work has become a strong support system. My work colleagues have become like family and there is a mutual respect in how we treat one another."

# Difficult work relations

Just like in your personal life, some people at work may upset you because of the way they behave. Their behaviour may even cause you serious problems.

#### On this page:

- How to manage difficult relationships at work
- What if I have a difficult relationship with my manager?
- What if I'm being bullied at work?

## How to manage difficult relationships at work

Having difficult relationships with your co-workers can be stressful. It can make work feel harder to cope with.

Here are some first steps you can take for managing difficult relationships:

- Discuss your concerns. If a co-worker says or does something that you find
  upsetting, arrange to speak with them privately. You can then calmly explain the
  situation and your feelings. If it happens again, or you don't feel you can talk to
  them, discuss it with your manager. If you think you're being bullied, read on for
  information about bullying at work.
- Try not to get involved in arguments. You won't always agree with your colleagues. But getting your point across in a fair and polite way can avoid unhelpful debates. You could say, "maybe I'm not making myself clear" instead of "you don't understand". Or try saying, "I appreciate your point of view, but I see it differently", rather than "you're wrong".
- Avoid taking part in workplace gossip. People often use gossip as a way of bonding and finding common ground for a chat. It can however put a strain on relationships and cause conflict. Generally it's best to avoid getting involved.
- Find a common interest. You might not have much in common with your colleagues. However, finding something that you both like such as a sports team, TV programme or hobby can give you something positive to discuss. In time, this could improve your relationship.

Keep a professional distance. Unfortunately, you won't always have good
relationships with every co-worker. If you have to work with someone you don't
get on with, try to maintain a professional boundary. It's not realistic to think that
you will be friends with everyone.

## What if I have a difficult relationship with my manager?

If you have a difficult relationship with your manager, your working life can feel even harder. On the other hand, a good relationship can help you feel supported in your role.

If your manager is the problem, you could take the following actions:

- Review your job description. Is your manager making unreasonable requests, or being unclear about what they expect? Make sure you understand what your role is and what it should involve.
- Communicate your concerns. Request a one-to-one meeting with your manager to
  discuss how you feel and what would help you. If you don't feel comfortable
  meeting your manager alone, ask to bring a colleague or to record your meeting.
- Speak to another employee. If you don't feel able to talk to your manager, ask to meet with another manager or somebody from HR. Some workplaces have trained staff like mental health first aiders or health and wellbeing representatives. Try to provide examples of the difficult behaviour and discuss what you'd like to change.
- Contact an independent body. Get in touch with the Advisory Conciliation and Arbitration Service (Acas). It provides free and confidential advice on resolving relationship issues in the workplace. You can find more information on the <u>Acas</u> <u>website</u>.

# What if I'm being bullied at work?

If you're being bullied at work, it can be difficult to know what to do. Sometimes bullying may be obvious, but other times it can be harder to identify. Bullying can have a significant impact on your mental health.

"When I was bullied at work I told someone how I felt and what was happening."

If you experience bullying at work, you could take the following actions:

- Find out about your workplace bullying policy. The policy should outline
  unacceptable behaviours and how to address the problem (grievance procedures).
  Even without a policy, your employer has a legal duty to take reasonable steps to
  ensure your health, safety and welfare at work. If they don't take reasonable steps
  to protect you from bullying, they could be breaking the law.
- Try to resolve the issue informally. With the support of your manager or a colleague, arrange to speak with the person who is bullying you (if you feel able to). Bear in mind that this is not always possible.
- Discuss it with someone you feel comfortable with. This could be your manager,
   HR department, welfare officer or union representative (if you have one). Be
   prepared to provide examples of your experience of being bullied.
- Get independent advice. If you're not ready to talk to someone at work about it,
  visit the <u>Acas website</u> or call its <u>helpline</u>. Acas provides independent and
  confidential advice on what to do if you're being bullied at work. Your
  local <u>Citizens Advice</u> may also be able to help.
- Raise a formal complaint. If nothing improves, you may be able to resolve it
  through formal procedures at work. You can contact Acas to discuss your options
  and your rights. This includes advice on what you can do if you're unhappy with
  the outcome of your complaint.

Although there's no specific law to protect you from bullying, you might want to seek legal advice. The Acas website has more information about your rights related to <u>bullying and harassment at work</u>.

Sometimes the situation might not improve, or you might feel as if you cannot take action. In this case, you may decide that leaving your job is best for your mental health.

If you feel forced to leave because of bullying, you might want to get further advice about your rights. You can contact Acas or a solicitor specialising in employment law.

Remember: you don't have to put up with it.

"I have been bullied in the past. I took it to the appropriate person. Unfortunately for me they didn't care and didn't take it seriously. I left that place immediately."

# Getting support at work

If your mental health problem is impacting your working life, it can be tricky to know what to do. Fortunately, there are workplace support options available to help you.

#### On this page:

- Should I tell someone at work?
- How do I tell my manager?
- Asking for changes at work
- Taking time off work for your mental health

You may be considered disabled (as defined by the <u>Equality Act 2010</u>) because of your mental health problem. If so, you have specific rights related to getting support at work. This support comes in the form of <u>reasonable adjustments</u>.

See our legal rights pages on <u>disability discrimination</u> and <u>discrimination at work</u> for more information.

# Should I tell someone at work about my mental health problem?

You may feel unsure whether to tell anyone at work about your ongoing mental health problem, or poor wellbeing. If you are comfortable with sharing, there are some benefits to doing so.

At first you might experience barriers like:

- not knowing who, when or how to tell
- · being unsure of how much to share
- worrying about negative outcomes or reactions.

The possible benefits of talking about your mental health at work include:

- having a stronger basis for requesting support
- not having to hide difficulties you're experiencing

 helping others open up about their experiences of mental health problems (if you choose to tell colleagues).

Telling anyone about your mental health is a personal choice.

However, if your mental health problem is considered a disability under the Equality Act, you have a right to <u>reasonable adjustments</u>. But to exercise this right, your employer must know about your disability.

Your employer will also need to know about your disability before you get protection for certain types of disability discrimination. Please see our legal information on <u>discrimination</u> arising from disability.

"Talking to my employer was very hard because of shame and confidentiality reasons, but I was surprised and felt much more supported and understood."

# How do I tell my manager?

If you want to tell your manager about your mental health problem, it can be hard to know where to start. To make the process easier, you could try the following suggestions:

- Arrange to talk to your manager privately. This could be a during a regular catchup, or by requesting a one-to-one meeting.
- Think about what you'd like to say in advance. Write up some notes and bring them with you when you meet your manager.
- Create a Wellness Action Plan beforehand. This helps you think about your support needs and what keeps you well at work. Read more and get examples from our guides to Wellness Action Plans.

For further guidance, see our legal rights page on telling your employer.

# Asking for changes at work

To help you stay well and work effectively, you might need to change something about your environment or the way you work.

You can make some changes on your own. Others, such as <u>reasonable adjustments</u>, will require action or agreement from your employer.

If you have a diagnosed mental health problem, think about what changes would help the difficulties you experience. Your employer might refer you to an occupational health adviser for advice on how best to support you.

"My employer understands exactly what it is I'm going through. They help and support me any way they can. I'm one of the lucky ones."

### What are reasonable adjustments?

Reasonable adjustments are changes that an employer makes for an employee with a disability. This only becomes a legal duty if the employee is at a disadvantage in their work.

Your employer must make reasonable adjustments if:

- your mental health problem is a disability (as defined by the Equality Act 2010)
- · you experience difficulties or disadvantages at work because of your disability
- the adjustments would remove the difficulties or disadvantages you face
- it is reasonable in all circumstances to make the adjustments
- they know about your disability (this means you may have to <u>tell your</u> employer about your mental health problem).

Even if you're not covered by the Equality Act, your employer should still support you within what is reasonable for your role.

See our pages on discrimination at work for more detail.

### What sort of changes can I ask for?

The changes you need will depend on the work you do and what you find difficult. You could ask to make changes such as the following examples:

- Using voicemail. You can take messages this way if answering phone calls makes you feel anxious.
- Communicating by email. If you feel stressed by face-to-face contact, use email where possible.
- Arranging flexible working. Flexible hours might suit your needs better. For
  example, this way you can attend medical appointments or start work later in the
  day.
- Requesting a quieter workspace. This can help if you find it difficult to concentrate
  at work.
- Working by a window or asking for a light box. You might want to make these changes if you have <u>seasonal affective disorder</u> (SAD) for example.
- Getting on-the-job support. This could be a workplace mentor, or permission to contact your support worker during work hours.
- Taking time out when distressed. Even just a few minutes away from your working space can help. You could go out for some air, or have a short rest.

If you need more help than reasonable adjustments, you may be able to get support from the Government. Find out more about the Access to Work scheme.

For ideas and tips on coping, read more in our self-care sections for <u>different mental</u> <u>health problems</u>.

## Taking time off work

Taking time off for your mental health is just as valid as time off for physical health. If you're too unwell to work, you need time to get better.

Even if you're off for a while, it doesn't mean you'll never go back to work. Your employer should support you when you're ready to return.

If you're off work for more than seven days in a row, you will need a fit note from your GP or hospital doctor. In most cases, you're entitled to statutory sick pay from your employer for the first 28 days you're off sick.

For more information, see the Government information on taking sick leave.

# Returning to work

Going back to your job after a period of poor mental health can feel overwhelming. You may be worried about what colleagues will think, or that you won't be able to cope. For some of us, returning to work is a big milestone in the recovery process.

#### On this page:

- Before planning to return to work
- Preparing to return to work
- Staying well after your return to work

Even when you start to feel better, you could still be experiencing a mental health problem. It's important to think about how to manage your mental health as you settle into work again.

## Before planning to return to work

If you've been on sickness leave for more than seven days in a row, you might need support before you consider going back.

Consider the following options before you plan your return to work:

- Visit your doctor. Your GP or hospital doctor can assess whether you can return
  to work and write you a fit note. A fit note is a statement where they give their
  opinion on your fitness to work. It may also include suggestions for changes your
  employer could make to help you. The Government website has further
  information about fit notes.
- Ask to be referred to occupational health. Your employer can get occupational
  health workers to help you create a back-to-work plan. This plan can detail your
  condition and the type of support you may need to return.
- Contact Fit for Work. This organisation provides free and impartial advice on work-related health. Visit the <u>Fit for Work website</u> for further information.

"I can remember really clearly the day my manager and the head office team asked me what they could do to support me."

## Preparing to return to work

In the time leading up to your first day back, try some of these ideas to make your return feel easier:

- Try to keep in touch with colleagues. If you find this would help, stay in touch with people at work during your time off. You could contact them by email, social media or chat on the phone.
- Catch up on news from your workplace. If your workplace has a staff newsletter, you could ask to be put on the mailing list.
- Plan to visit work before you return. It might help to say hello to colleagues and re-familiarise yourself with the workplace. If you work remotely or from home, you could join a virtual team meeting.
- Arrange for someone to meet you at the entrance. After being off for a while, you might be worried about entering a busy work environment alone. Ask a colleague, your manager or someone at work who you trust.
- Ask to return to work gradually. With your manager, discuss the option of working part-time or on certain days to begin with. This is sometimes called a 'phased return' to work.
- Start to readjust to your working hours. In the days leading up to your return, try to go to sleep and wake up at the same time as if you were going to work.
- Make use of peer support services. By sharing with others going through similar experiences, you might feel less alone. In online communities such as Mind's <u>Side by Side</u>, you can talk openly about your mental health. Find other options to suit your needs in our peer support directory.

# Staying well after your return to work

After returning to work from a mental health problem, try to make use of any support you can to stay well.

You might want to make some of the following requests to your employer:

Create a schedule with your manager. For your first weeks back, make plans for
what you'll do, when and where. This way you'll know what to expect. Arrange to
catch up on any training you've missed.

- Have regular catch-ups with your manager. It might help to talk often about how
  you're getting on. Let them know what you're finding helpful or difficult.
- Develop a Wellness Action Plan (WAP). Take a look at our guidance and templates for <u>creating a WAP</u>. If you're returning to work but working from home, there is also a <u>WAP home working guide</u>.
- Look into specialist support services on offer. Your employer may offer support like occupational health or an employee assistance programme (EAP). Check with your manager or HR department if you're unsure.
- Ask for changes from your employer. Some small changes can allow you to feel
  more able to do your job. See our page on getting <u>support at work</u> for more
  information.
- Find out if you can apply for Access to Work. This scheme offers extra help such
  as its Mental Health Support Service. Able Futures and Remploy deliver this on
  behalf of the Department for Work and Pensions. For full details and how to apply,
  see the GOV.UK information on Access to Work.

<sup>&</sup>quot;My employer supports me by helping me when I get stressed and feel like I can't cope, changing my tasks or just being there to talk to."

# Useful contacts for work mental health

### Mind's services

- <u>Helplines</u> our Infolines provide information and support by phone, email and text.
- <u>Local Minds</u> provide face-to-face services across England and Wales. These
  might be talking therapies, peer support and advocacy.
- <u>Side by Side</u> our supportive online community for anyone experiencing a mental health problem.

## Other organisations

### Able Futures

0800 321 3137

able-futures.co.uk

Confidential guidance and support to help you cope with work while managing a mental health problem.

## Advisory Conciliation and Arbitration Service (Acas)

<u>0300 123 1100</u> (helpline)

18001 0300 123 1100 (textphone)

acas.org.uk

Advice and guidance on workplace issues and employment law, including an Early Conciliation service.

### CHIZENS Advice

<u>0800 144 8848</u> (England Adviceline)

0800 702 2020 (Wales Adviceline)

<u>0800 144 8884</u> (Relay UK, textphone)

citizensadvice.org.uk

Free, confidential information and advice on your rights, including money, housing, legal and other problems.

## Equality Advisory Support Service (EASS)

0808 800 0082 (helpline)

0808 800 0084 (textphone)

equalityadvisoryservice.com

Advice on issues relating to equality and human rights.

### FH for Work

0800 032 5235

fitforwork.org

Information on work-related health issues and returning to work after sickness absence.

### GOV.UK

#### gov.uk

Lists government services and information.

## Health and Safety Executive (HSE)

#### hse.gov.uk

Information and guidance on health and safety law in the workplace.

### Jobcentre Plus

### gov.uk/contact-jobcentre-plus

Government employment and benefits agency.

## National Council for Voluntary Organisations (NCVO)

### ncvo.org.uk

Information about volunteering, including details of local centres.

## Open University

### open.ac.uk

Offers flexible, part-time study and distance learning, including some free online courses.

## Remploy

0300 456 8114

remploy.co.uk

Supports people with disabilities to find and stay in suitable work, and delivers the Access to Work Mental Health Support Service.

### Rethink Mental Illness

0300 5000 927

rethink.org

Provides support and information for anyone affected by mental health problems, including local support groups.

### Shaw Trust

0800 389 0082

shaw-trust.org.uk

Supports disabled people to find and stay in work.

## Stress Management Society

stress.org.uk

Information about stress and tips on how to cope.

### Time to Change

time-to-change.org.uk (England)

timetochangewales.org.uk (Wales)

National campaign to end stigma and discrimination against people with mental health problems in England and Wales.

### Volunteering Wales

volunteering-wales.net

Information about volunteering opportunities in Wales.

To be revised in 2023

References are available on request.