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6. The City will strive to improve employee mental health and create a positive culture for the organization by identifying, eliminating, isolating or minimizing all harmful processes, procedures and behaviours that may cause psychological harm or illness to our employees.

7. The City will regularly review and evaluate its mental health and well-being strategies and programs.

8. Sensitive employee information will remain confidential unless disclosure is required by law.

**RESPONSIBILITIES (if applicable)**

The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows:

**Senior Leadership**

- Reinforce the development and sustainability of a mentally healthy and supportive environment based on a foundation of our City’s ethics, cultural pillars and values
- Support all front line management/supervisors and employees in the implementation of the policy’s principles
- Establish key objectives for continual improvement
- Lead and influence organizational culture in a positive way - “Walk the Talk”
- Ensure psychological health and safety is part of decision-making processes
- Encourage employee participation in workplace mental health initiatives by:
  - a) providing time and resources
  - b) identifying and removing barriers to participation

**Employees**

- Support and contribute to the City’s aim of providing a mentally healthy and supportive environment for all employees
- Take reasonable care of their own mental health and wellbeing
- Ensure that their actions do not affect the health and safety of others in the workplace
- Seek clarification of this policy when required
- Consider this policy while completing work-related duties and at any time while representing the City of Hamilton

**Wellness Committees**

- Support and contribute to the City’s aim of providing a mentally healthy and supportive environment for all employees by reinforcing the Policy in everyday activities and being an active representative of the Policy’s principles
- Actively work with and engage all employees represented by
### Supervisors

- Engage in policy development, data generation and planning
- Ensure that all employees are made aware of this policy
- Actively support and contribute to the implementation of this policy
- Support employees who require assistance by providing information on Employee and Family Assistance Program (EFAP) and other corporate programs and supports

### Human Resources

**Health, Safety and Wellness**
- Review this policy on an annual basis
- Consult with relevant stakeholders to determine and evaluate the effectiveness of policy
- Ensure effective communication and promotion of the policy
- Solicit feedback from employees

**Policy and Planning**
- Ensure the policy is accessible
- Notify employees of any changes to policy
- Ensure effective communication of policy

### COMPLIANCE

Any employee who fails to comply with this Policy through the promotion of practices that negatively impact mental health and wellbeing may face disciplinary action, up to and including termination.

### RELATED RESOURCES

The following related documents and resources support this Policy:
- Code of Conduct for Employees
- Harassment and Discrimination Prevention Policy
- Resolving Harassment and Discrimination Issues Procedure
- Personal Harassment Prevention Policy
- Breastfeeding on City Premises Policy
- Critical Incident Peer Support Team Policy
- Employee and Family Assistance Program
- Health Assessment Review Procedures
- Healthy Food and Beverage Policy
- Occupational Health & Safety Policies & Procedures
- Smoke-Free Workplace Policy
- Workplace Breastfeeding Policy
- Employee and Family Assistance Program
- National Standard of Canada for Psychological Health and Safety in the Workplace January 2013

### HISTORY

This policy was approved by SLT on 2016-12-08