

# Time to Change Employer Pledge Action Plan

## The Time to Change Employer Action Plan

The action plan is the heart of your Employer Pledge commitment. We believe that to achieve lasting change within your workplace, it's important to create a plan of tangible activity to **break down mental health stigma**.

The action plan is designed to be a starting point for your plans. It asks you to detail the actions you are committed to delivering within your organisation to tackle stigma and discrimination around mental health. It can also celebrate activity you have already delivered.

The action plan should be a living and breathing document that is edited as your plans evolve and we recommend it is reviewed on a regular basis.

The action plan was redeveloped in 2019 to build on the standards, recommendations, evidence base and best practice guidance found in the 2017 Thriving at Work Report produced by Paul Farmer, Mind CEO, and Lord Stevenson on behalf of the UK Government. The original Thriving at Work Report can be found on the Mental Health at Work Gateway [here](#) and Mind's Guide to applying to recommendations can be found [here](#).

You can find a full guide on how to fill out your action plan [here](#).

## Submitting your Action Plan

In order to continue with your request to sign the Employer Pledge, please complete this template Action Plan and upload it to our website [here](#).

We ask that you submit your plan a **minimum of eight weeks** before the date of your planned pledge signing to allow us time to feedback on your plan and commission your pledge board.

When you upload your plan to the website you will need the following documents/information:

- The completed action plan
- The date and time of your signing
- Who is signing on behalf of your organisation
- Where the signing is taking place
- A copy of your company logo

# Core Standard 1: Produce, implement and communicate a mental health at work plan

You can find a support guide to developing your activities for Core Standard 1 [here](#).

Activity	Internal Lead(s)	Timescale	Performance Measure
<i>List the activities that your organisation will undertake to tackle mental health stigma and discrimination in relation to this Thriving at Work Core Standard and addressing the questions posed below.</i>	<i>Outline who is responsible for delivery of each activity within your organisation.</i>	<i>Provide planned timescales and dates for delivery of each activity within your organisation</i>	<i>Outline what measurements will be used to monitor and evaluate impact and success</i>
How will you demonstrate your Senior Leaders are committed to addressing mental health, and mental health stigma and discrimination specifically, in your workplace? <i>Make reference to your planned Time to Change Pledge signing activity and how this commitment will be reinforced through strategic internal/external communications.</i>			
Mental Health Strategy to be presented to Senior Leadership Team (SLT) at next SLT meeting. This will also include the Mental Health Policy, Mental Health Guide for Managers & Guidance on how to hold a sensitive conversation.	Catrin Roberts	April 2021	Approval from SLT and their buy in to be able to launch the Mental Strategy.
All Senior Leadership Team to actively support the pledge and strategy. Chief Executive and other SLT members to be present and give short message to employees at pledge signing which will be filmed and communicated via internal communication channels.	CEO and SLT Members	April – Pledge signing date TBC	Staff to view News Article and Video through Intranet and Staff Facebook page. Also external publicity.
Ask SLT members to share their mental health stories and include in their regular blogs, as well as in the internal communications when Mental Health Strategy is launched. This can feature as a regular feature with other Middle Managers if they are happy to do so.	All SLT and Middle Managers, Internal Comms and HR	April at launch and the ongoing	Staff to view News Article, read blogs through Intranet and Staff Facebook page. Monitor with number of views and comments.
Senior member to actively support mental health campaigns such as World Mental Health day and get involved with any other initiatives that may run throughout the year.	All SLT and Middle Managers, Internal Comms and HR.	Ongoing	Staff to view News Article, read blogs through Intranet and Staff Facebook page. Monitor with number of views and comments.

<p>Have a dedicated Leadership &amp; Middle Managers session to launch DCC Mental Health Strategy, Pledge Action Plan. This would also include a training session to raise awareness of why mental health is important and how they can support their staff. External speaker from Mental Health First Aid Wales – Gwen Goddard.</p>	<p>HR to organise session and book speaker</p>	<p>May / June 2021</p>	<p>Measure through number of attendees and evaluation and feedback of session.</p>
<p>How will your commitment be embedded within organisational strategies, policies and strategic-level documentation? <i>Make reference to any and all strategies, policies and strategic publications e.g. Annual Report in which your commitment will appear.</i></p>			
<p>Develop a Mental Health Strategy, Policy and Guides for Managers. To communicate and be available on HR Pages and a dedicated Mental Health staff page on the intranet.</p> <p>Communication Action Plan with dedicated dates in the calendar as to what raise awareness of mental health. Key dates will then be communicated through Internal Staff Facebook, and other communication channels.</p> <p>Promote and ensure information given to employees with regards to Employee Assist Programme (EAP). This is to be communicated through Denbighshire today, Linc, posters and information leaflets.</p> <p>Wellbeing Champions – recruit a number of employee champions throughout the different services. Ensure that they receive Time to Change Employee Champion training. This can be done via Staff Council. This will also enable mental health to be discussed at each staff council meeting making it a regular feature to ensure the strategy is embedded into the DCC culture.</p> <p>Develop Mental Health Wellbeing Survey every other year in addition the Staff Employee Survey to ensure that the action plan to ensure that staff are being heard and actions can be taken to improve mental health and reduce the stigma. Wellbeing Champions to look at survey results and develop action plan to improve and continue promotion of mental health wellbeing.</p>	<p>HR and Occupational Health</p> <p>Felicity &amp; Llinos</p> <p>Occupational Health and HR Business Partners, Specialist and Managers</p> <p>Catrin &amp; Staff Council, Llinos to organise training</p> <p>HR, Occupational Health</p>	<p>April 2021</p> <p>Completed &amp; Ongoing</p> <p>Completed &amp; Ongoing</p> <p>July &amp; Ongoing</p> <p>2022</p>	<p>Staff and Managers aware and able to access information easily.</p> <p>Staff and Managers aware and raise awareness through Internal Facebook pages – monitor number of views and News Stories.</p> <p>Annual statistics from Care First and from feedback from staff who have used service.</p> <p>Measure success with number of active Wellbeing Champions. Regular discussion and feedback at staff council meetings.</p> <p>Review results and create/ review progress of the action plan.</p>

Mandatory E Learning Mental Health Awareness module part of the DCC Induction and staff will need to complete within their 6 month probationary period.	HR and Occupational Health to manage E Learning and Managers to ensure staff complete the module	All current staff have 12 months to complete by April 2022, and then ongoing monitoring.	Review monthly E Learning completion reports and evaluate module by survey monkey.
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## Core Standard 2: Develop mental health awareness among employees

You can find a support guide to developing your activities for Core Standard 2 [here](#).

Activity	Internal Lead(s)	Timescale	Performance Measure
<i>List the activities that your organisation will undertake to tackle mental health stigma and discrimination in relation to this Thriving at Work Core Standard and addressing the questions posed below.</i>	<i>Outline who is responsible for delivery of each activity within your organisation.</i>	<i>Provide planned timescales and dates for delivery of each activity within your organisation</i>	<i>Outline what measurements will be used to monitor and evaluate impact and success</i>
<i>How will you look to raise your staff's understanding of mental health problems and mental health stigma in the workplace? Make reference to any planned events/ activities/ internal campaigns or initiatives your organisation will run in addition to any information or resources the organisation makes available/signposts to staff.</i>			
Develop a robust internal communications plan to include promotion materials, goals and how plan is to be implemented. Involve internal communications team. Communications to be developed through email, Linc, Denbighshire Today, staff Facebook page and other posters and leaflets.	Internal Comms, HR team and Occupational Health.	Communication Plan – complete and review ongoing	Monitor number of views and comments and various buy in to certain events.
Mental health calendar to be developed to include events such as World Mental Health day, Time to Talk days. Wellbeing Champions to arrange coffee and chat days to promote plan and encourage people to talk about mental health.	Internal Comms, HR Team, Occupational Health and Wellbeing Champions and Staff Council.	Calendar – complete and review ongoing.	Monitor success of certain days and initiatives and take up of coffee and chat days for example.
Mandatory Mental Health e-learning module to be developed for all staff to complete.	HR and Occupational Health to manage E Learning and Managers to	All current staff have 12 months to complete by April 2022, and then ongoing monitoring.	Review monthly E Learning completion reports and evaluate module by survey monkey.

<p>Dedicated staff Mental Health pages on Intranet that will have all the information that is needed for staff as well as Managers to be able to access in one place.</p>	<p>ensure staff complete the module</p> <p>HR, Occupational Health and Webteam</p>	<p>April – Ongoing updating</p>	<p>Staff and Manager aware of pages and access as and when needed.</p>
<p>What tools or resources are made available to staff to self-reflect on their own mental health in the workplace and discuss what supports them stay well in your organisation? <i>Make reference to Wellness Action Plans, Wellness Recovery Action Plans or similar tools/frameworks.</i></p>			
<p>Dedicated staff Mental Health pages on Intranet that will have all the information and as well as different tools that will support all staff to self-reflect. These will include such documents and links to the Employee Assistance Programmes, Wellness Action Plans, Stress Risk Assessments and different apps that may be suitable for staff.</p> <p>E-Learning module - this will include a resources section where staff will be able to access external support and tips on how they can stay well and obtain any additional support.</p> <p>Mental Health First Aiders – these will be available to offer support and guidance and a list of these will be included within the dedicated Mental Health pages on the staff intranet.</p>	<p>HR, Occupational Health and Webteam to update and maintain pages.</p> <p>HR and Occupational Health</p> <p>Mental Health First Aiders.</p>	<p>April – Ongoing updating</p> <p>April – Ongoing</p> <p>Ongoing</p>	<p>Staff and Managers aware of pages and access as and when needed.</p> <p>E Learning monthly completion report.</p> <p>Staff and Mangers aware of access to Mental Health First Aiders.</p>

## Core Standard 3: Encourage open conversations about mental health and the support available when employees are struggling

You can find a support guide to developing your activities for Core Standard 3 [here](#).

Activity	Internal Lead(s)	Timescale	Performance Measure
<i>List the activities that your organisation will undertake to tackle mental health stigma and discrimination in relation to this Thriving at Work Core Standard and addressing the questions posed below.</i>	<i>Outline who is responsible for delivery of each activity within your organisation.</i>	<i>Provide planned timescales and dates for delivery of each activity within your organisation</i>	<i>Outline what measurements will be used to monitor and evaluate impact and success</i>
<i>How will your organisation encourage your employees to share their experience of mental health problems at an organisation-wide level? Make reference to the opportunities that will be made available to share experiences e.g. wellbeing events, blogs, intranet posts or through internal newsletters.</i>			
<p>One to One Discussions – Dedicated question “How are you?” to encourage that conversation and to reduce the stigma.</p> <p>SLT and other Middle Managers to talk openly about Mental Health in their blogs and within their teams and to include in team meetings.</p> <p>All the key events and initiatives will be communicated and promoted through the internal comms plan and Employee Wellbeing Champions and Staff Council will promote. Also getting SLT members actively involved.</p> <p>Wellbeing Champions will actively support mental health agenda/ calendar and raise awareness with organising events and activities to talk/raise awareness. This can be promoted through Staff Council and internal comms process.</p>	<p>HR and SLT and Middle Managers</p> <p>SLT and Middle Managers</p> <p>HR &amp; Internal Comms, Occupational Health, Wellbeing Champions and Staff Council.</p> <p>Wellbeing Champions, Staff Council, HR &amp; Middle Managers</p>	<p>Ongoing – Already happening</p> <p>Ongoing</p> <p>April – Ongoing</p> <p>Ongoing throughout year together with event calendar</p>	<p>One to One completion data and Absence figures.</p> <p>Staff viewing SLT blogs, and Team Meeting documentation and feedback.</p> <p>Participation and success of initiatives together with absence data.</p> <p>Participation and success of initiatives together with feedback and comments on staff Facebook pages. Longer term – survey results, absence data etc.</p>
<i>How does your organisation normalise conversations about mental health and encourage disclosure? Make reference to the opportunities and communications that encourage persons to disclose and reinforce your organisation’s commitment to supporting these individuals e.g. inclusion of organisation’s commitment in recruitment packs.</i>			

<p>One to One Discussions – Dedicated question “How are you?” to encourage that conversation and to reduce the stigma.</p> <p>Information about Employee Assistance Programme to be included in recruitment packs and induction microsite, together with Corporate Induction E Learning module.</p> <p>Mental Health E Learning Module – this is mandatory for all new starters.</p> <p>Mental Health First Aiders – these will be available in all service areas and will be fully trained to support should anyone want confidential information or advice.</p> <p>Mental Health Policy encourages managers to make this topic part of team meetings, and to openly chat about mental health and remind staff to take time to reflect on their own health as well as others. Encouraging staff to partake in events, use the resources etc.</p> <p>Sharing staff stories of mental health issues, SLT blogs discussing this. This can feature on the dedicated Mental Health staff pages and on the staff Facebook page – where it shows that whatever level you work at its ‘OK’ to talk about your mental health.</p>	<p>HR and SLT and Middle Managers</p> <p>HR and Occupational Health.</p> <p>HR</p> <p>Mental Health First Aiders.</p> <p>All Managers</p> <p>SLT, Middle Managers, HR and Web team and Internal Comms.</p>	<p>Ongoing – Already happening</p> <p>Ongoing – Already in place.</p> <p>April and Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing – as part of comms plan calendar</p>	<p>One to One completion data and Absence figures.</p> <p>Successful completion of probationary period for new starters. E Learning monthly data reports.</p> <p>E Learning monthly data completion report.</p> <p>Absence Data – Feedback from Mental Health First Aiders.</p> <p>Reduction in absence figures throughout. Uptake on EAP support and staff survey data.</p> <p>Number of views on stories, comments on Facebook page and overall longer term reduction in absence days, with increasing scores on staff survey results.</p>
<p>How will your organisation empower employees to champion mental health in the workplace and provide peer to peer support and activities in support of normalising the conversation? <i>Make reference to how your organisation will look to establish an Employee Champion role in your workplace, the responsibilities of this role and the training/ budget/ resource that will be allocated to this initiative.</i></p>			
<p>Train further employees in Mental Health First Aid -Have a dedicated Mental Health First Aid Trainer and will be able to get funding to deliver training for 2021/2022 through CAMHS In Reach Programme</p>	<p>HR</p>	<p>Ongoing</p>	<p>Successful participation at the 2 day MHFA course.</p>

Employee Wellbeing Champions – recruit a selection of Champions throughout various services. This can be done through asking for volunteers through Staff Council and then training these through utilising Time to Change Wales training.	HR	May / June – Ongoing training where necessary	Successful completion of Employee Wellbeing Champions Training.
Train Managers to spot and deal with Mental Health and create a culture of openness and support. This will be done via an external speaker from Mental Health First Aid Wales – Gwen Goddard	HR	May / June	Attendance to suggestion and feedback from training.

## Core Standard 4: Provide employees with good working conditions and ensure they have a healthy work life balance and opportunities for development

You can find a support guide to developing your activities for Core Standard 4 [here](#).

Activity	Internal Lead(s)	Timescale	Performance Measure
<i>List the activities that your organisation will undertake to tackle mental health stigma and discrimination in relation to this Thriving at Work Core Standard and addressing the questions posed below.</i>	<i>Outline who is responsible for delivery of each activity within your organisation.</i>	<i>Provide planned timescales and dates for delivery of each activity within your organisation</i>	<i>Outline what measurements will be used to monitor and evaluate impact and success</i>
<i>How do your policies support those persons with mental health problems and support them to come forward and disclose? Make reference to the policies your organisation has in place and the mechanisms through which these are reviewed and updated including any involvement of persons with lived experience of mental health problems in the review.</i>			
Mental Health Policy & Guidance for Managers will enable staff and Managers to understand what Mental Health is and what they can do to support staff. Staff will also be aware of what support is available should they need it.	HR and Occupational Health	April – review policy every 3 years or sooner if any legal changes.	Successful agreement by SLT, and Unions when launching a new policy. Staff survey and absence data.
Attendance at Work Policy – this will guidance and key information as to what Managers can do to support staff who may be dealing with a mental health issue. This will also include links to a Stress Questionnaire, phased return and reasonable adjustments documents.	HR and Occupational Health	Ongoing – review every 3 years or sooner if any legal changes.	SLT & Union approval. Reduction in absence data and staff survey results.



Occupational Health - support available by a dedicated service to help and support staff and to support managers in understanding what can be done to support a staff member with mental health.	Occupational Health	Ongoing	Feedback to Occupational Health, staff survey results.
Flexible Working Policy – Guidance on what this means to both staff and Managers and how this can be requested.	HR	Ongoing – review every 3 years or sooner if any legal changes.	Number of flexible working requests, staff survey and absence data.
Employee Assistance Programme available to all which is confidential. Also regular one-to-one encourage this discussion as a first question. All policies and guidance documents are developed by those who are trained/experienced in this area and who have dealt with such issues when supporting staff.	HR and Occupational Health	Ongoing	EAP statistics on take up. One to one completion reports. Longer terms staff survey results and absence data.
How do your policies actively consider and support persons from diverse backgrounds? For example people of colour, persons with disabilities, LGBTQ+ persons who live with mental health problems. <i>Make reference to specific inclusion of such groups within organisational policy and the intersection of any mental health initiatives, programmes or support with these persons.</i>			
Mental Health policy written to ensure no one is discriminated against, webpage dedicated to supporting staff mental health includes links to organisations supporting specific groups of staff e.g. LGBTQ+ support	HR & Occupational Health	Ongoing	Staff survey results and absence data. Employee relation cases.
Calendar of events includes awareness days for specific groups of staff such as LGBTQ+ History Month, Black History Month, Disability Awareness Day etc. to raise mental health awareness specifically for these groups	HR & Internal Comms	Ongoing	Feedback and comments from the calendar events, and longer terms staff survey results.
What support services are available to your staff? <i>Make reference to all support available e.g. HR support, Employee Assistance Programmes (EAP), helplines, information available on your intranet</i>			
Employee Assistance Programme – available to the website Care First as well as apps.	Occupational Health	Ongoing	EAP stats and feedback monitoring.
Occupational Health – dedicated service for staff and managers to gain support and guidance on any mental health concern.	Occupational Health	Ongoing	Feedback, staff survey and absence data.

Dedicated Mental Health First Aiders throughout the various services.	HR & Mental Health First Aiders	Ongoing	Staff survey, absence data and feedback.
Dedicated Mental Health pages on the staff Intranet site.	HR & Webteam	Ongoing	Number of views
Opportunity to have a discussion about mental health at every one to one discussion with the question “how are you?”	All	Ongoing	One to Once completion report.
Wellbeing Champions – arrange events where staff can discuss and seek support from others	HR & Wellbeing Champions	Ongoing throughout year.	Uptake of events and staff survey.
HR team and Occupational Health – trained as mental health first aiders, review and write policies and guides, train managers and staff and maintain contract with EAP	HR and Occupational Health	Ongoing	Feedback and comments on HR support given, staff survey results and absence data.

# Core Standard 5: Promote effective people management through line managers and supervisors

You can find a support guide to developing your activities for Core Standard 5 [here](#).

Activity	Internal Lead(s)	Timescale	Performance Measure
<i>List the activities that your organisation will undertake to tackle mental health stigma and discrimination in relation to this Thriving at Work Core Standard and addressing the questions posed below.</i>	<i>Outline who is responsible for delivery of each activity within your organisation.</i>	<i>Provide planned timescales and dates for delivery of each activity within your organisation</i>	<i>Outline what measurements will be used to monitor and evaluate impact and success</i>
How does your organisation ensure managers and supervisors are suitably prepared and educated to have effective conversations with their line reports about their mental health? <i>Make reference to training provided, resources made available and ongoing support (internal/external) that can be accessed.</i>			
SLT and Middle Managers – given a training session with an external speaker from Mental Health First Aid Wales – Gwen Goddard.	Llinos & Catrin	May/June	Number of attendees and feedback from session.
Mental Health First Aiders – fully trained by Mental Health First Aid Wales.	Llinos	Ongoing	Evaluation Forms from training.
Managers able to gain extra training should they feel they need to – this can be done in house by HR Specialists or HR Business Partners or can be outsourced from an external trainer should there be a need.	HR Specialist and HR Business Partner and Llinos	Ongoing	Manager comments and feedback. Staff survey and absence data.
One to One Discussions – Guidance documents available about having this conversation every month as part of the regular one to one discussion.	HR and Managers	Ongoing	One to One completion reports, absence data.
Further specific training offered through WULF Funding in conjunction with UNITE, Unison and GMB unions – Great relationship and all union on board with our Mental Health work and will support in funding external training as and when needed.	Llinos	Ongoing throughout the year.	Number of attendees and evaluation of training.
Policy is raised at all management meetings to inform managers, includes guidance on supporting mental health and having effective conversations	All Managers	Ongoing	Absence data, one to one completions, Occupational Health referrals and staff survey.

How does your organisation's policies ensure regular opportunities are presented for managers and supervisors to have conversations with line reports about their mental health? *Make reference to Induction policies/onboarding activities, supervision policies or One to One agenda and Appraisal activities.*

<p>Induction – Probationary Period Review meetings – this is an opportunity for the manager to ensure all new staff have completed the E Learning Mental Health Awareness module, and how this went and if there is anything they are concerned about since they started with the organisation.</p>	<p>HR and Managers</p>	<p>Ongoing</p>	<p>Probationary Period completion report. E Learning completion report. Absence data and staff survey.</p>
<p>Regular One to One discussions – dedicated question of “how are you?” this will be an opportunity for the manager to get to know the staff member and ask them about how they are doing.</p>	<p>Managers and Supervisors</p>	<p>Ongoing</p>	<p>One to one completion report, staff survey and absence data.</p>
<p>Mental Health Policy encourages this as a topic in all team meetings – which encourages open discussions to be had as well as the opportunity to talk to one another in terms of buddy or available support with information available on dedicated Mental Health pages.</p>	<p>All</p>	<p>Ongoing</p>	<p>Absence data and staff survey results.</p>

# Core Standard 6: Routinely monitor employee mental health and wellbeing

You can find a support guide to developing your activities for Core Standard 6 [here](#).

Activity	Internal Lead(s)	Timescale	Performance Measure
<i>List the activities that your organisation will undertake to tackle mental health stigma and discrimination in relation to this Thriving at Work Core Standard and addressing the questions posed below.</i>	<i>Outline who is responsible for delivery of each activity within your organisation.</i>	<i>Provide planned timescales and dates for delivery of each activity within your organisation</i>	<i>Outline what measurements will be used to monitor and evaluate impact and success</i>
<i>Who within your organisation has overall responsibility for the implementation, evaluation and subsequent review of this action plan? Make reference to any working groups or committees that might also have ownership of/significant stake in the delivery of this plan.</i>			
<p>Regular Staff Employee Survey – will monitor absence as well as a few stress related questions.</p> <p>Create a dedicated Mental Health Survey to review progress of action plan and to assess launch of Mental Health Strategy and Policy</p> <p>HR and Occupational Health have responsibility for policy, training, guidance – implementation, evaluation and review. SLT stakeholders have responsibility for supporting and reviewing actions.</p>	<p>HR and Managers</p> <p>HR and Managers</p> <p>HR, Managers and SLT as well as Unions and cabinet members</p>	<p>Every 2 years</p> <p>Every 2 years</p> <p>Ongoing</p>	<p>Staff survey results and action plans.</p> <p>Staff survey results and action plans.</p> <p>Overall staff survey results, reduction in absence data and reduction in employee relation cases</p>
<i>Through what mechanisms does your organisation currently monitor and evaluate employee mental health and wellbeing? Make reference to any surveys that will be deployed with specific reference to the sort of questions to be included and any of the performance measures outlined in this document that will be drawn from this research.</i>			
<p>Staff Survey – dedicated questions around stress within the workplace.</p> <p>Create a dedicated Mental Health Survey to review progress of action plan and assess launch of Mental Health Strategy and Policy.</p> <p>One-to-One forms dedicated question – Managers can get to understand if a staff member has any issues and needs support.</p>	<p>HR</p> <p>HR and Occupational Health</p> <p>HR &amp; Managers</p>	<p>Every 2 years</p> <p>Every 2 years</p> <p>Ongoing</p>	<p>Staff survey results</p> <p>Staff survey results</p> <p>One to one completion report, absence data and feedback.</p>

Leavers exit questionnaire provides opportunity for staff to share this as a reason for leaving	HR & Managers	Ongoing	Exit interview results, staff survey results and absence data.
Monitoring of employee sickness absence data to review reasons for absence	HR and Occupational Health	Ongoing	Absence data results and staff survey results.
Does your organisation record and monitor sickness absence in relation to mental health problems and stress? <i>Make reference to what is recorded through your HR systems and how this data is monitored, reviewed and determines organisational action e.g. the data is used to inform actions at a Wellbeing Committee.</i>			
Absence data is reported every month and annually. This will include figures on stress and the number of days lost to stress each month/year. This will also look at whether the absence is disability related or not.	HR and Occupational Health	Ongoing – every month and then at the end of every year.	Reduction in absence data. Staff survey results and reduction in employee relation cases.
The data informs HR who will review information available to managers and staff, to ensure targeted support is promoted	HR and Managers	Ongoing	As above.
To monitor the impact of the deployment of your Time to Change Employer Action Plan in your organisation. Time to Change will be in contact at key stages in your journey over the next 12 months. Time to Change will:			
Time to Change Team to Complete upon submission of your draft action plan			

## Tell the world about your Employer Pledge commitment!

Once you have signed the Time to Change Employers Pledge, you will be added to our [Pledge Wall](#) of over 1200 organisations committed to changing the way we all think and act about mental health.

To facilitate your inclusion, please provide the following:

- A company biography/summary
- A summary to your organisation's commitment to workplace mental health
- Your company logo (provided on a white background and in a square dimension)

**Company Biography/ Summary (Maximum of 100 words)**

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<b>Summary to your commitment to workplace mental health (Maximum of 500 words)</b>
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