

# Mental health and wellbeing policy



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Managing Director's authorisation: *Patrick W Aae*

Effective date: 15 June 2021

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## 1. PURPOSE

This policy is designed to:

- Describe the Fisheries Research and Development Corporation's (FRDC's) mental health and wellbeing management goals and responsibilities, and its commitment to meeting them.
- Promote engagement of the FRDC and its employees with mental health and wellbeing resources and monitoring.
- Outline the specific mental health and wellbeing roles and responsibilities of FRDC employees.

## 2. RESPONSIBILITY AND SCOPE

Responsibility for this policy resides with the General Manager Finance & Business. This policy applies to all employees of the FRDC, including contractors and casual employees.

## 3. DEFINITIONS AND ACRONYMS

Follow links to [Definitions](#) and [Acronyms](#)

## 4. RISK CATEGORY

This policy covers the following risk categories:

Strategic	Reputational	Financial	Service Delivery	Operational	People	Governance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## 5. RELEVANT DOCUMENTATION

This section contains links to internally and externally facing documents – access to internally facing documents is restricted to FRDC employees.

Relevant documentation
<b>Internal</b>
<a href="#">Employees policy</a>
<a href="#">Code of Conduct Policy and Undertaking</a>
<a href="#">Workplace Health and Safety policy</a>
<a href="#">Policy development files</a>
<b>External</b>
<a href="#">Heads up Toolbox talks for workplaces</a>
<a href="#">World Health Organisation 'Mental Health Policies and Programmes in the Workplace'</a>
<a href="#">Healthier Work ACT</a>

## 6. PUBLICATION

FRDC Website	Yes	Directors' website	Yes
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## 7. POLICY

### 7.1 General

The Fisheries Research and Development Corporation (FRDC), to the best of its abilities, is committed to the monitoring and enhancement of the mental health, wellbeing and resilience of all employees. The FRDC believes that the mental health

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and wellbeing of our employees is key to organisational success and sustainability. It further recognises the need to go beyond preventative measures in order to foster a thriving workforce.

It is the goal of the FRDC to establish and maintain a thriving workforce by supporting and encouraging employees to take responsibility for their own mental health and wellbeing, and providing the environment, resources and opportunities to do so

This Policy has been developed in consultation with all FRDC employees. Any future updates to the policy will be undertaken in consultation with them.

## 8. RESPONSIBILITIES

### 8.1 The FRDC

The FRDC will:

- maintain an employee-led Wellbeing working group with an agreed Terms of Reference;
- provide visibility and accessibility of resources developed by this working group for FRDC employees in a common intranet repository ([The FRDC Wellbeing Toolbox](#));
- build and maintain a workplace environment and culture that supports mental health and wellbeing and fosters inclusiveness and respect of diversity;
- increase employee knowledge and awareness of mental health and wellbeing issues and behaviours;
- reduce stigma around mental illness in the workplace (a component of enhancing wellbeing and resilience);
- facilitate employee's active participation in a range of personal ([FRDC Wellbeing Toolbox](#)) and corporate initiatives that support mental health and wellbeing.

### 8.2 FRDC employees

All employees are encouraged to:

- understand this policy and seek clarification from the General Manager Business & Finance where required;
- consider this policy while completing work-related duties and at any time while representing the FRDC;
- support fellow employees in their awareness of this policy;
- support and contribute to the FRDC's objective of providing a mentally healthy and supportive environment for all employees;
- support ongoing activities and initiatives of the staff-led Wellbeing working group;
- participate in mental health awareness training or undertake a qualification;
- actively contribute ideas for inclusion in the [FRDC Wellbeing Toolbox](#).

All employees have a responsibility to:

- take reasonable care of their own mental health and wellbeing, including physical capacity in order to perform their duties to the best of their abilities;
- become familiar with resources compiled by the employee-led Wellbeing working group;
- take reasonable care that their actions do not affect the mental health and wellbeing of other people in the workplace;

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- ensure they have familiarised themselves with the relevant sections of the [Employees policy](#), particularly those dealing with non-discriminatory work environments, inappropriate behaviours, disputes and mediation steps;
- ensure they have familiarised themselves with and are adherent to existing relevant policies; the [Workplace Health and Safety Policy](#) and [Procedure; Code of Conduct policy](#).

### 8.3 FRDC General Managers

General Managers have a responsibility to:

- ensure that all employees are made aware of this policy;
- manage the implementation and review of this policy.

## 9. COMMUNICATION

The FRDC will ensure that:

- all employees receive a copy of this policy during the induction process;
- all employees are informed of how to access resources compiled by the staff-led Wellbeing working group;
- this policy is easily accessible by all members of the organisation;
- employees are informed when a particular activity aligns with this policy;
- employees are empowered to actively contribute and provide feedback to this policy;
- employees are notified of all changes to this policy;
- The FRDC Board's People and Culture Committee will be provided with regular updates as required.

## 10. MONITORING AND REVIEW

The FRDC will review this policy annually.

Effectiveness of the policy will be assessed through:

- feedback from employees, the FRDC Wellbeing working group (if applicable), and General Manager Finance & Business;
- ongoing activities indicating understanding of mental health and wellbeing practices;
- review of the policy by management and the Wellbeing working group to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

## 11. ATTACHMENTS

#	Description
1	N/a






# Mental health and wellbeing policy

Final Audit Report

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