Mental Health Toolkit

- Mental Health Matters
- Mental Health and Stigma
- Mental Health Awareness Month
- Mental Health in the Workplace
- Sample Policies
- Coloring Sheets

Mental Health Matters

Environments in which we live, work, and play contribute to our experience of mental wellbeing and mental distress.

Mental health is an essential part of overall health and wellbeing and affects thoughts, feelings, and actions. It is important at every stage of life, impacts everyone, and can change over time, depending on many factors.

Mental health conditions are among the most common conditions in the United States. One in five Americans experience a mental health condition.

Unfortunately, harmful attitudes and misconceptions around mental health conditions fuel stigma and create barriers that keep people from speaking up or seeking help. Fear of facing discriminatory behavior, social exclusion, and being perceived as lacking in

competence prevent people with mental health conditions from seeking the help they need.

Mental health conditions should be treated just like physical conditions. When thinking about diseases like cancer or heart disease, we don't wait to treat them. The same is true for mental health conditions. You can take action beginning with prevention, identifying potential warning signs and symptoms, and developing a plan of action to stop or reverse the progression.

Resources

- Mental Health America
- Online Mental Health Screening Tools
- The Mental Health Coalition

Mental Health in the Metro

Mental Health Matters

About half of people in the Metro region have experienced a mental health condition.

40% of people in the Metro region say they would **hide** their mental health condition from friends and family. That's four in ten.

The average age of onset for a mental health condition **is 14**

Less than half of adults in the Metro region who experience a mental health condition this year will receive treatment.

Find Local Resources

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Mental Health and Stigma

Stigma is negative attitudes (prejudice) and behaviors (discrimination) against those with a mental health condition. Navigating life with a mental health condition can be challenging. The isolation, blame, and secrecy often encouraged by stigma can create challenges and barriers to getting support and living well.

Stigma Reduction

Talk openly about mental health.
Normalizing the conversation about mental health helps break down barriers and empowers people to get the help they need. Sharing our stories shows that no one is defined by a mental health condition.

Educate yourself and others.
Most individuals know a little about mental health issues, but ensuring you know the facts can help you educate others and help reduce stigma. The National Alliance on Mental Illness (NAMI) is a great place to start.

Be conscious of language.
Words matter. Person-first language is less stigmatizing and focuses on the person's humanity rather than the condition. Preferred terms emphasize that a person *has* a condition rather than *is* a condition, such as "a person living with" or "a person diagnosed with." Less stigmatizing words avoid negative thoughts or associations.

See the person, not the condition - show compassion.
Each person has a story, path, and journey that says more about them than their condition. Get to know someone for who they truly are and treat them with kindness and empathy.

Words Matter:

- Crazy
  - Person experiencing a mental health condition

- Addict
  - Person experiencing a substance use condition

- Suicidal
  - Person experiencing a mental health crisis

Resources

- Learn more about stigma (NAMI)

- Pledge to Be Stigma-Free (NAMI)

- WhatMakesUs stigma reduction campaign

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Preparing for Mental Health Awareness Month

May is Mental Health Awareness Month, highlighting the prevalence and treatability of mental health conditions, with recovery being achievable. Statistics show that one in five U.S. adults face mental health challenges annually, yet less than half seek treatment.

In observance of Mental Health Awareness Month, prioritize conversations about mental wellbeing with your friends, family, colleagues, and community members. Normalizing discussions around mental health can help reduce stigma and promote understanding.

Get Involved

Learn about the WhatMakesUs Campaign
WhatMakesUs is a collection of shared stories from people living with a mental health condition and/or substance use condition, and their allies. When you share your story, you show that no one is defined by a mental health condition. Join the community and follow us on Facebook and Instagram.

Prepare your Story
- **Decide what you want to share.** You can share just a little of your experience with mental health or how you support others. Start small!
- **Read Stories from Others.** Nearly 200 people in the metro region have shared their stories on WhatMakesUs. Read some for inspiration!
- **Write, Edit, and Submit!** Start with a rough outline and then let the words flow! Read and edit as much or as little as you'd like. Once you're happy with it, head over to whatmakesus.com to submit it.

Resources

- NAMI Mental Health Awareness Month

- MHA Mental Health Awareness Month

- SAMHSA Mental Health Awareness Month

- ADAA Mental Health Awareness Month

- American Hospital Association

- TWP Mental Health Resources

Lucia, WhatMakesUs participant

The Wellbeing Partners

How to Use these Resources

The Wellbeing Partners invites community members, organizations, and businesses to bring attention to mental health during Mental Health Awareness Month this May:

- **Social media images** and suggested copy, pages 6-10 of this toolkit, may be utilized on any social media platform. Please tag @TheWellbeingPartners and @WhatMakesUsMW and use hashtag #WhatMakesUs when posting on social media channels so we can help amplify your messages and gauge participation.
- Support the message of hope and stigma reduction by wearing your "What if it all works out?" **t-shirt**. More information is available on page 11.
- Provide a mental health break by sharing the WhatMakesUs **coloring sheets**, pages 24-28 of this toolkit, with employees, community members, and others.

Message 1

May is mental health awareness month. Mental health conditions are common, treatable, and recovery is possible. One in four Americans will be diagnosed with a mental health condition at some point in their life.

During mental health awareness month, make it a priority to discuss mental health with your loved ones.

@TheWellbeingPartners
@WhatMakesUsMW
#WhatMakesUs

Message 2

If someone you know needs support, they can call or text 988 or chat at 988Lifeline.org.

This mental health awareness month, spread the word and ensure that people know about this invaluable resource.

@TheWellbeingPartners
@WhatMakesUsMW #WhatMakesUs

YOU ARE NOT ALONE

MENTAL HEALTH HOTLINE

DIAL OR TEXT 988

ANXIETY

OBSESSIVE-COMPULSIVE DISORDER

SUBSTANCE USE CONDITION

MENTAL HEALTH IS HEALTH

MOOD DISORDERS

EATING DISORDERS

Message 3

Everyone's mental health experience looks different, and no two conditions are the same. However, everyone living with a mental health condition deserves love and support. During May, commit to having open conversations about mental health.

If you are ready to share a story about your mental health, visit https://whatmakesus.com

@TheWellbeingPartners
@WhatMakesUsMW #WhatMakesUs

Message 4

In the metro region, we are working to reduce the stigma around mental health. Knowledge is power, especially when it comes to mental health and breaking the stigma.

Knowledge empowers change, and together, we can create a world where mental health is a priority, stigma is erased, and everyone feels supported.

If you are ready to share a story about your mental health journey, visit https://whatmakesus.com/us.

@TheWellbeingPartners
@WhatMakesUsMW #WhatMakesUs

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Mental Health Facts

Approximately 17% of Blacks/African Americans and Latinos report that most days are extremely or very stressful compated to 12% of White and non-Latinos.

1 in 5 adults are diagnosed with a mental health condition yearly.

80% of people with anxiety and depression recover with treatment.

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Today

Worry
Be present
Go for a walk
Journal
Rest

Message 5

How are you taking care of yourself? Setting aside time for yourself can help prevent burnout.

Remember, taking care of your mental health is an investment in your future self and in the relationships you cherish.

Self-care is not selfish; it's an act of self-love.

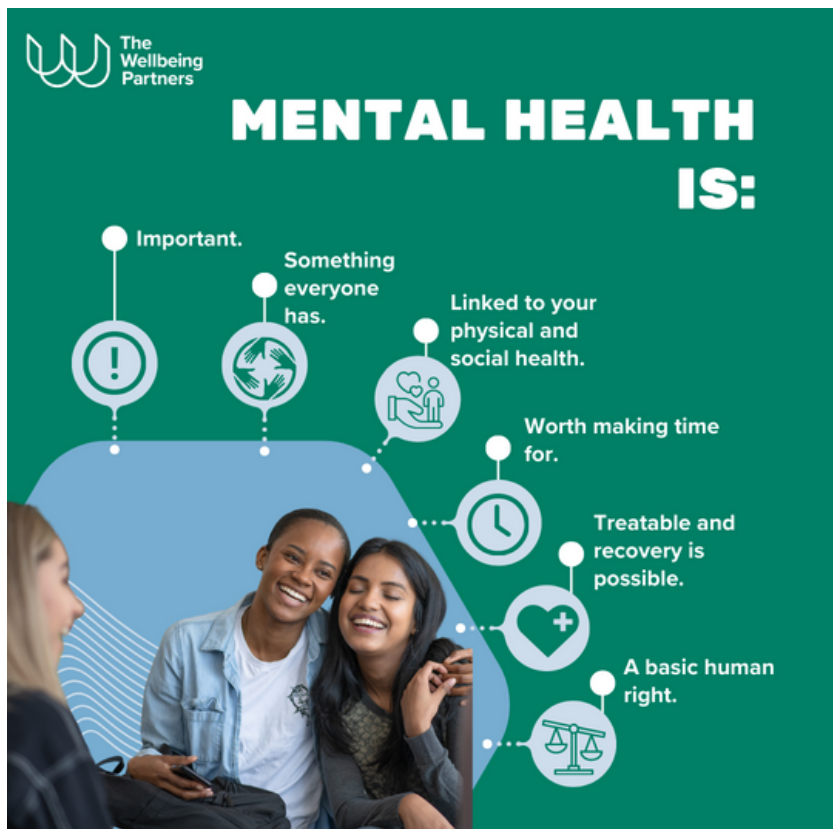@TheWellbeingPartners
@WhatMakesUsMW #WhatMakesUs

Message 6

Wellbeing combines your mind and body and how you feel inside and out. Take time to check in with yourself and consider these tips to improve your overall wellbeing.

@TheWellbeingPartners
@WhatMakesUsMW #WhatMakesUs

Message 7

It is critical that everyone has a solid foundation of knowledge about mental health. Promoting mental health equity contributes to the overall health of the community. This mental health awareness month, learn the facts about mental health and have a conversation with people in your life.

@TheWellbeingPartners
@WhatMakesUsMW #WhatMakesUs

Message 8

How are you treating yourself? Are you being kind and listening to your needs? Often, we care for others without checking in with ourselves. During mental health awareness month, be kind to your mind. Take the time you need to fill your cup.

@TheWellbeingPartners
@WhatMakesUsMW
#WhatMakesUs
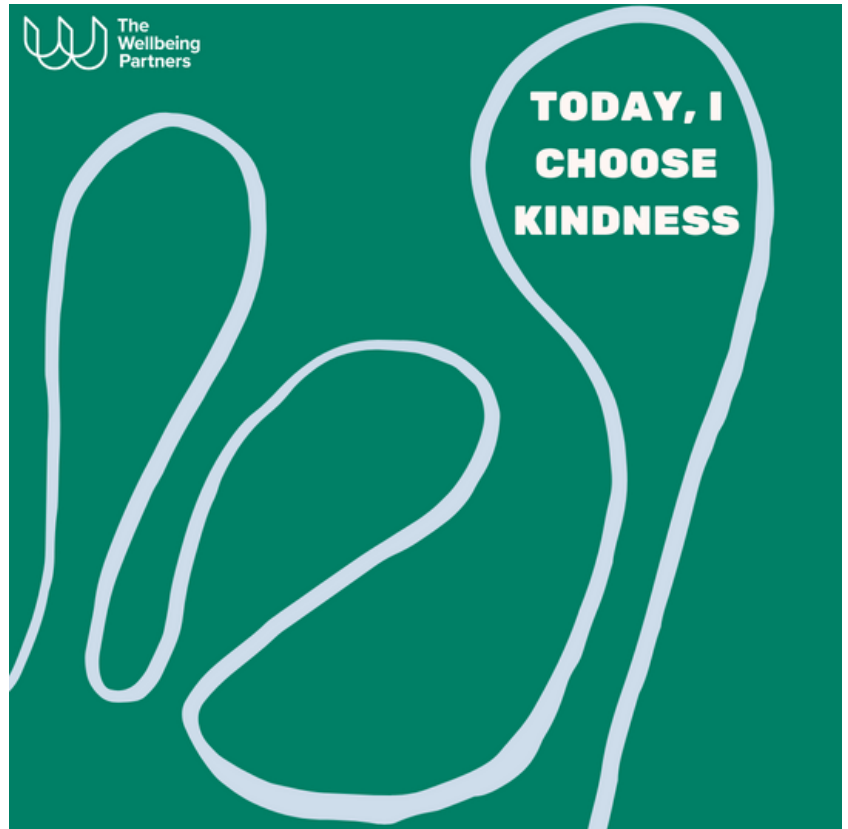
Message 9

Stigma is a problem that many people face when seeking treatment. The number one reason people with a substance use disorder don't seek treatment is stigma. Words matter as they reflect our thinking. When talking about substance use conditions, consider using people-first language and avoid stigmatizing words.
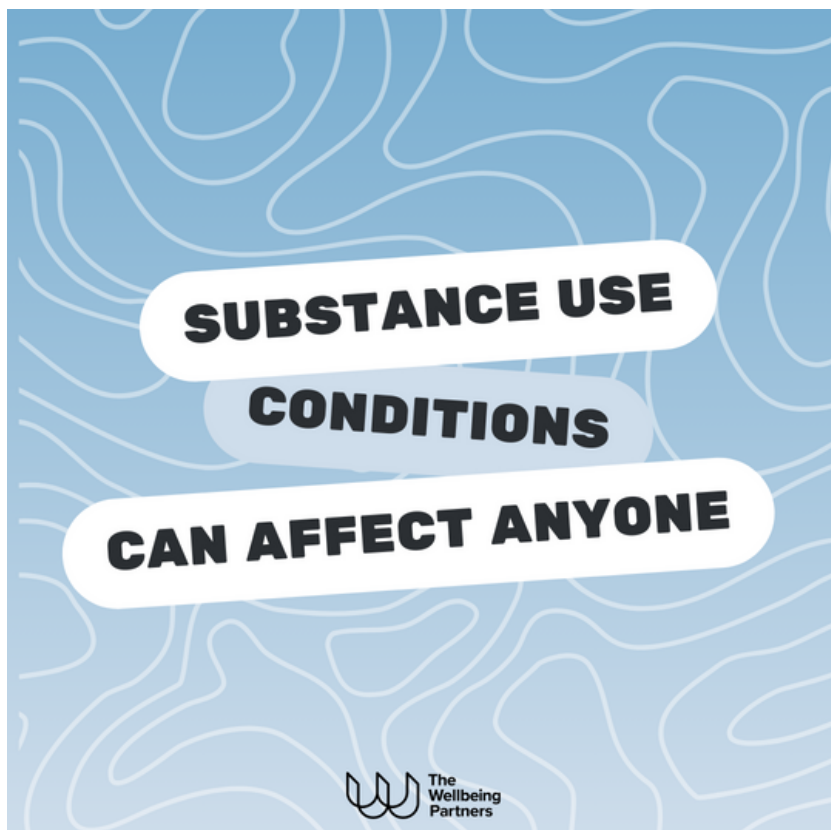
For more information on substance use resources, visit:
https://linktr.ee/whatmakesusmw
@TheWellbeingPartners
@WhatMakesUsMW
#WhatMakesUs

Message 10

Did you know that your physical surroundings impact both individual and population health?

During May, consider how the places and spaces you're in support your mental health.

For more information on mental health resources in our community, visit:
https://linktr.ee/whatmakesusmw

@TheWellbeingPartners
@WhatMakesUsMW
#WhatMakesUs

MENTAL HEALTH AWARENESS MONTH
Places and spaces can nurture your well-being!

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break the stigma
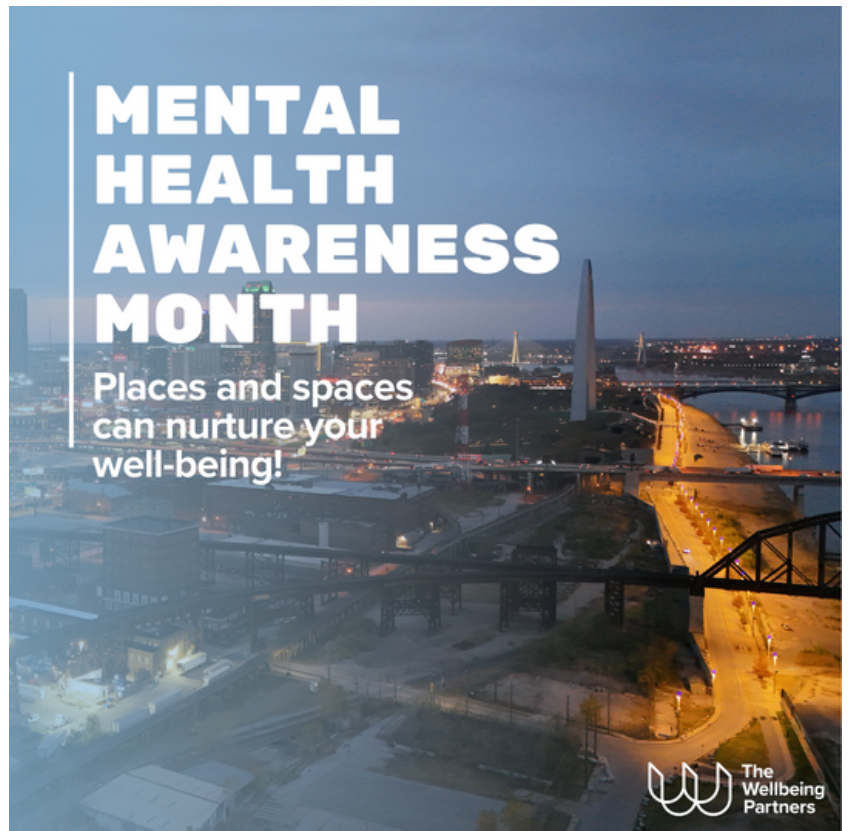
Message 11

This month has been a powerful reminder that mental health is not a destination; it's a journey, unique to each one of us.
Each of your stories is a beacon of hope and a testament to the strength within vulnerability. Keep sharing, keep listening, and keep breaking the stigma around mental health and substance use.

@TheWellbeingPartners
@WhatMakesUsMW #WhatMakesUs

Exclusive Offer!

During the month of May **only**, The Wellbeing Partners is collaborating with RAYGUN to sell our "What if it all works out?" t-shirt. We hope you'll join us in wearing this symbol of solidarity and support for mental health. It'll be available for purchase starting May 1 at www.raygunsite.com.

The best part, other than looking cool, is that 20% of proceeds from t-shirt sales will go to our organization to support our mission to build wellbeing into the way our communities and organizations grow through advocacy, collaboration, and education.

Starting a Conversation Around Mental Health

Talking about mental health with others may not always be comfortable, but starting the conversation can benefit everyone involved. Opening up about mental health can often be the first step to understanding someone's perspective.

Try these questions to get the conversation started:

- How are you, really?

- Would you like to share how you're feeling?

- What can I do to support you?

Tips to Get You Started

☑ Be open about your mental health. This helps others know that you are a safe and willing person to speak with.

☑ If you aren't able to immediately speak with someone the moment you notice that they may be struggling, find time to check in with them at another point soon after.

☑ The most important part of being an ally is showing people you are there for them. You can do this by texting or calling to ask how they're doing. A little act of kindness can go a long way.

☑ Talking about mental health should be as common and stigma-free as discussing other conditions. Words matter! When starting any conversation, avoid stigmatizing language such as crazy, insane, etc.

☑ Keep what was shared confidential as long as there is no risk of harm or self-harm. Respect their privacy and be a safe place to share.

For more tips on talking about mental health, follow the WhatMakesUs campaign on Facebook and Instagram @whatmakesusmw

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Mental Health in the Workplace

Work plays a vital role in the lives of many individuals, influencing their overall wellbeing both positively and negatively. The effects can be profound when a workplace prioritizes a caring and supportive environment for the mental health and wellbeing of its employees.

Employer Action Steps

Lead with Compassion and Vulnerability
By demonstrating vulnerability and compassion while discussing mental health, leaders across all levels of an organization help destigmatize the topic and provide valuable support to employees.

Model Desired Behavior
To encourage the desired behavior, organizations should establish realistic expectations and workloads. Train leaders across all levels to do the same. Support employees in setting boundaries, educate leaders on respecting these boundaries, and emphasize the importance of breaks during day in addition to utilizing vacation time.

Educate and Train
Provide leadership training at all levels like Mental Health First Aid training or select from the TWP Presentation Catalog or our A La Carte Options to benefit your team.

Communicate Effectively and Often
Enhancing awareness and reducing stigma can be achieved through regular communication using various methods. Ensure that your messages include facts and incorporate person-first language. It is essential to establish a safe environment for all employees to communicate openly and without discrimination at every level.

Resources

- U.S. Surgeon General Workplace Mental Health & Wellbeing

- Mental Health America Research and Reports

- The Essential Aspects of Parity: A Training Tool for Policymakers

- Promoting Mental Health in the Workplace

- MHA Workplace Mental Health and Wellness

- MHA Bell Seal Award for Workplace Mental Health

Enhance your organization's health and wellbeing strategy by becoming a TWP Workplace Partner. Save time and money with tailored design, personalized advice, and readily available resources. Discover more details here.

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Mental Health in the Workplace:
Culture Assessments and Sample Policies

Employers are encouraged to establish an organizational culture that reduces the stigma around mental health problems, while promoting and normalizing help-seeking behaviors. Enhancing workplace mental health commonly involves educating and raising awareness, enhancing access to services and support, and fostering a safe and supportive environment. To achieve this, it is crucial to assess the knowledge, emotions, and needs of employees and leadership at all levels through methods such as surveys, needs assessments, and focus groups.

Consider the following questions:

1. What are employees' most pressing mental health concerns?
2. How comfortable are employees expressing their mental health concerns to their colleagues and managers?
3. How much do employees know about the company's mental health benefits and services?
4. Do employees feel their managers can understand and support mental health concerns within their team?
5. What mental health-related resources are employees using most?
6. Which services and benefits do they find most helpful?
7. What is your organization currently doing to create and maintain a healthy culture in the workplace?

Resources

- NAMI Stigma-Free Quiz

- OSHA Sample Survey

- Health Links Workplace Mental Health Survey

- Fivestar Wellbeing Workplace Mental Health Assessment

- Reflection Questions for Workplace Mental Health & Wellbeing

Sample Work Culture Health Survey

This survey is anonymous and aims to determine baseline and progress of our work culture as it relates to mental health and overall wellbeing.

Rate each question/statement below using the following scale:
Strongly Disagree, Disagree, Somewhat Disagree, Somewhat Agree, Agree, Strongly Agree

1. My company cares about my overall health and wellbeing.
2. My company provides access to mental health training.
3. My company provides access to mental health resources/services.
4. I know what mental health services I can use when I struggle at work.
5. I would be comfortable using my company's services for a mental health concern.
6. I would be comfortable asking my manager or HR for accommodations if needed.
7. My manager cares about my overall health and wellbeing.
8. My company invests in developing supportive managers.
9. My manager actively encourages me to take time off when I need it.
10. I am comfortable providing feedback to my manager about their performance.
11. I can negotiate my responsibilities and workload with my manager.
12. My company's leadership (board, CEO, HR) is invested in their employees' wellbeing.
13. My company's leadership speaks openly about mental health in the workplace.
14. My company would support me if I needed to take leave for a mental health concern.
15. My company invests in an inclusive environment where employees of all identities feel valued and represented.
16. The stress from work affects my relationships with friends, family, and co-workers.
17. The stress from work has led to other mental health concerns (e.g., anxiety, depression, substance use, etc.).
18. I find it difficult to concentrate at work.
19. My work directly impacts the overall organization.
20. I feel a sense of purpose in the work I do.

Sample Workplace Mental Health Policy

Overview

Purpose
This policy aims for [organization name] to establish a company culture that values mental health by offering workplace wellbeing activities and empowering staff to take responsibility for their overall wellbeing. [Organization name] believes that our staff's mental health and wellbeing are critical to organizational success.

Goals
All workplace wellbeing activities should address the following goals:
1. To maintain a workplace environment and culture that supports overall employee wellbeing.
2. To increase employee awareness of the resources available to them.
3. To reduce stigma around mental health.
4. To facilitate employees' active participation in various initiatives supporting mental health and wellbeing.

Scope
This policy applies to all [organization name] employees, including contractors and visitors.

Guiding Principals

Commitment from staff and management to the following principles will facilitate
the achievement of this policy:

Individuals:
All employees shall have a clearly defined role within the organization, appropriate to the individual, with relevant training, supervision, and support provided.

Physical Environment:
[Organization name] will provide a physical environment that is supportive of mental health, including a workspace with appropriate lighting, noise levels, heating, and ventilation;
wall posters and decorations that are free of stigmatizing language; and through the provision of adequate
facilities for rest breaks.

Culture:

[Organization name]...

Will promote a culture of partnership and participation through open channels of communication that fosters feedback and provides straightforward methods of conflict resolution.

Will offer predictable working hours, reasonable workloads, and flexible working practices, where appropriate.

Will promote and support opportunities to enhance professional development.

Will provide and promote a range of support resources for those in need of personal assistance.

Responsibility

All employees are encouraged to:
* Understand this policy and seek clarification from management where needed.
* Consider this policy while carrying out work-related duties and while representing [organization name] in the community.
* Support and contribute to [organization name]'s aim of providing a wellbeing-focused environment.
* Support fellow workers in their awareness of this policy.

All employees have a responsibility to:
* Take reasonable care of their mental health and wellbeing to the best of their ability.
* Be mindful to ensure that their actions do not affect the health and safety of other people in the workplace.

Managers have a responsibility to:
* Ensure that all workers are made aware of this policy.
* Manage and support the implementation of this policy.
* Maintain up-to-date knowledge of the EAP and additional resources available to their staff so they can make referrals and provide information.
* Keep up-to-date on mental health training so that they can recognize the signs of mental health challenges to respond appropriately.

Communication

[Organization name] will ensure that:
- Employees receive a copy of this policy upon hire.
- This policy is easily accessible to all members of the organization.
- Employees are notified when a particular activity aligns with this policy.
- Employees are empowered to actively contribute and provide feedback on this policy.
- Employees are notified of all changes to this policy.

Monitoring and Review

[Organization name] will review this policy six months after implementation and annually after that.

The effectiveness of the policy will be assessed through the:
- Feedback from staff, the Wellness Committee, and all levels of management.
- Review of the policy by management to determine if objectives have been met and identify barriers to policy implementation.

Sample Flexible Work Arrangement Policy

Overview

Requests for a flexible work arrangement will be evaluated individually, considering whether an employee can achieve the required business results. Employees interested in a flexible work arrangement should discuss it with their supervisor for approval before logistics are put into motion.

If business conditions change or the arrangement is not working effectively, the organization reserves the right to modify or discontinue a flexible work arrangement for any reason. [Organization Name] will allow the impacted employee up to two weeks to transition to the revised schedule.

This document provides a framework for flexible work arrangements and does not grant employees a contractual right to them. The organization has sole discretion in approving or denying these requests and reserves the right to make changes at any time to this document. Nothing in this document shall constitute an employment contract or change the organization's relationship with its employees.

Eligibility

Employees may request one or more flexible work options described in this document. Key considerations for approval include, but are not limited to:
- The ability to achieve goals, objectives, tasks, and deliverables without negatively impacting customers, team members, the department, or business outcomes.
- The employee is in good standing with no open performance issues.

Sample Flexible Work Arrangement Policy, continued

Compressed Work Schedules

A compressed work schedule allows employees to work 40 hours in fewer than five days or 80 hours in fewer than ten days.

Examples:
- 4/10: Four 10-hour workdays with three days off per week.
- 9/80: Eight 9-hour days and one 8-hour day in the pay period (two weeks).

Before you reach out to your supervisor to request a compressed work schedule, please review the following questions and be prepared to discuss how your specific role and needs fit this option.

Employee considerations
- Will the quality and quantity of your work be maintainable on a compressed schedule?
- How will this schedule impact your ability to collaborate and communicate with coworkers and customers?
- Do you have specific job responsibilities that only you perform? How will these be handled on days when you are not working?

Supervisor considerations
- Is coverage available from other employees in your area to ensure you have uninterrupted operation during the organization's standard business hours?
- Do the job responsibilities of the employee allow for this schedule?

Sample Flexible Work Arrangement Policy Letter

To our valued workforce,

To empower our collective talent and deliver the best customer experience, we must start with the best employee experience. [Organization Name] is dedicated to collaborating with employees to identify flexible work arrangements that are mutually beneficial in supporting employee and business needs. Flexible work arrangements include flexible or alternative work schedules, hybrid work, remote work, flextime, and part-time employment options.

This document is designed to provide information about flexible work arrangement options and details on employee resources and benefits available to [Organization Name]'s employees

We have a dynamic and diverse workforce, which means some jobs can be done remotely while others require an employee to be on-site. Leaders are empowered to discern what works best for their teams.

We remain committed to caring for our workforce, being empathic to each other's needs, and making accommodations when possible while delivering the best employee and customer experiences possible.

Name

Title

Signature

Sample Policy for Hybrid & Remote Work

[Organization Name] allows for work in-office or remotely on a flexible basis. This document outlines in-office and remote work expectations, technology, communication, and how meetings will work company-wide. We want you to perform at your best, regardless of where you work.

In-Office Expectations

Employees are expected to attend team-building events and all-staff meetings in person. The frequency of these meetings will be determined by leadership and communicated to employees with ample notice.

Tools & Support

All employees will be granted a one-time stipend up to [$$$] for home office-related expenses like furniture or technology. Employees must submit a request for the stipend through their manager. All employees will be provided with a company laptop. An annual stipend of [$$$] will be provided to all remote employees to cover phone and internet.

Communication

While working remotely, employees must be available via email, phone, and/or the organization's messaging system (Zoom/Slack/Teams/etc.) during pre-determined working hours in their time zone.

Meetings

All employees, both remote and in-person, are required to attend meetings. If the employee is working remotely, they are required to attend via video conferencing. If video conferencing is not available, employees may call in via phone as a secondary option. If an employee is unable to attend a given meeting for any reason, they must notify their manager or the person hosting the meeting.
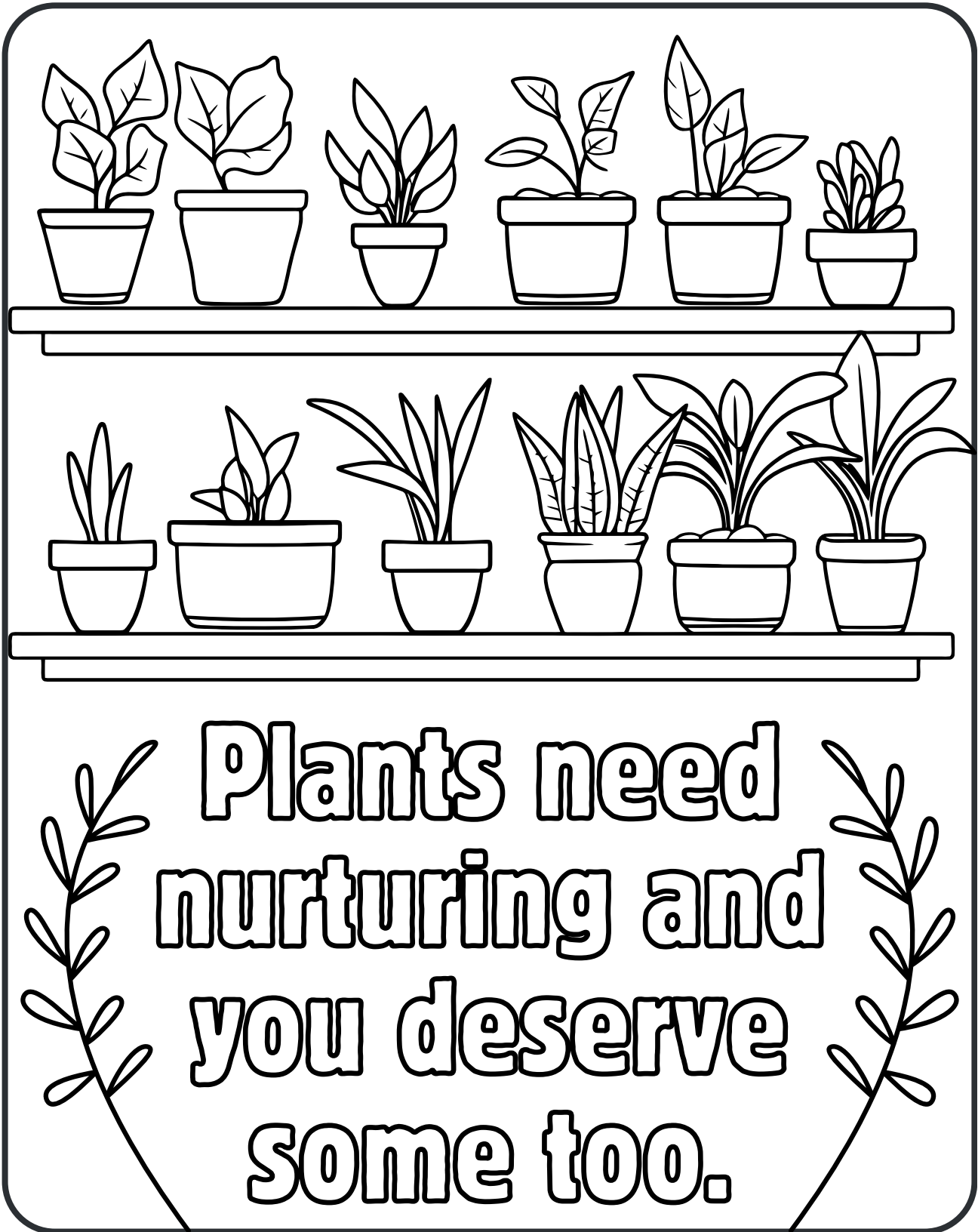
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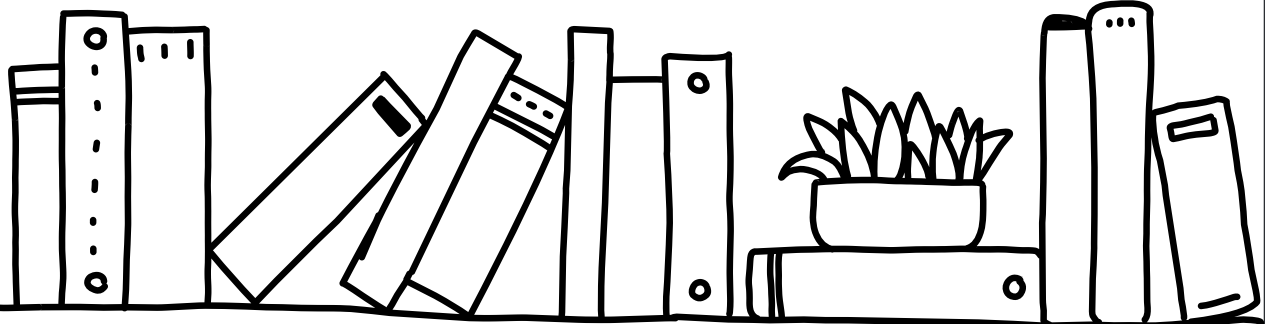
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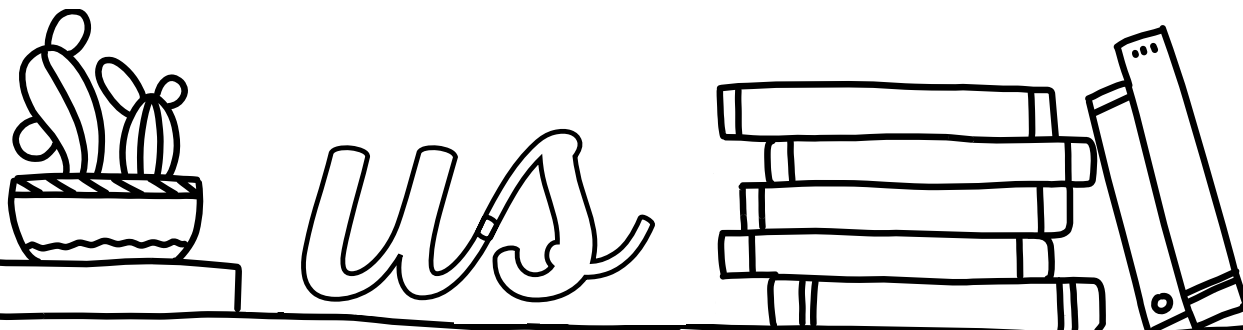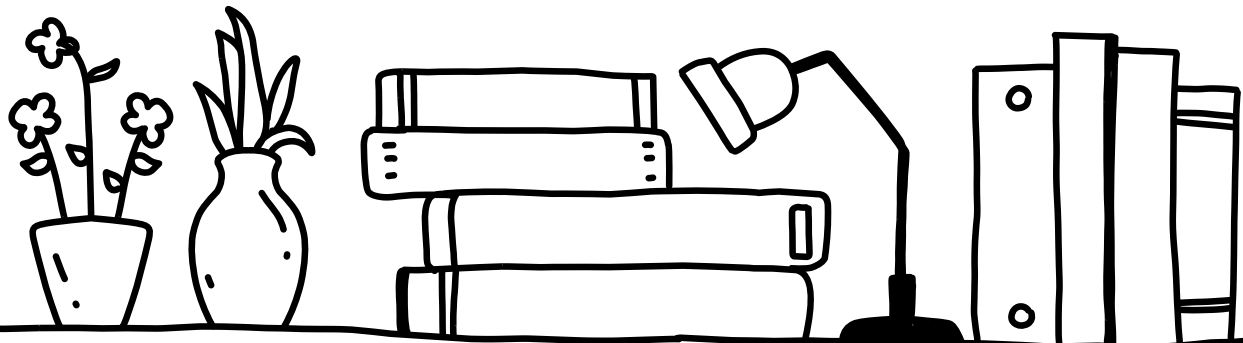
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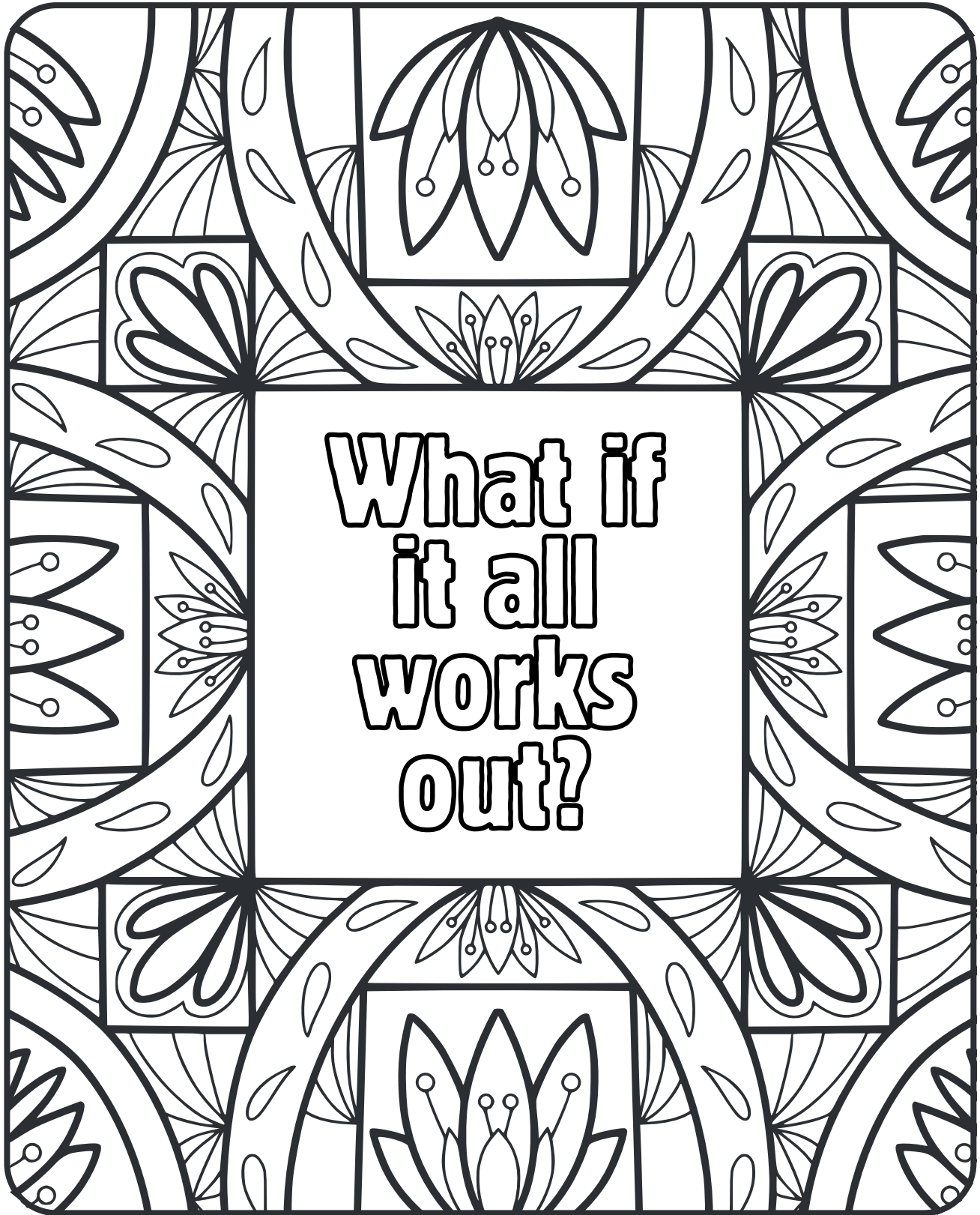# Plants need nurturing and you deserve some too.

FIND LOCAL MENTAL HEALTH RESOURCES & SHARE YOUR MENTAL HEALTH STORY

What if it all works out?

FIND LOCAL MENTAL HEALTH RESOURCES & SHARE YOUR MENTAL HEALTH STORY

YOU ARE NOT ALONE

BREAK the STIGMA

HEALTHY MIND HAPPY HEART

YOU ARE Stronger THAN YOU THINK

INHALE EXHALE repeat

GIVE yourself TIME
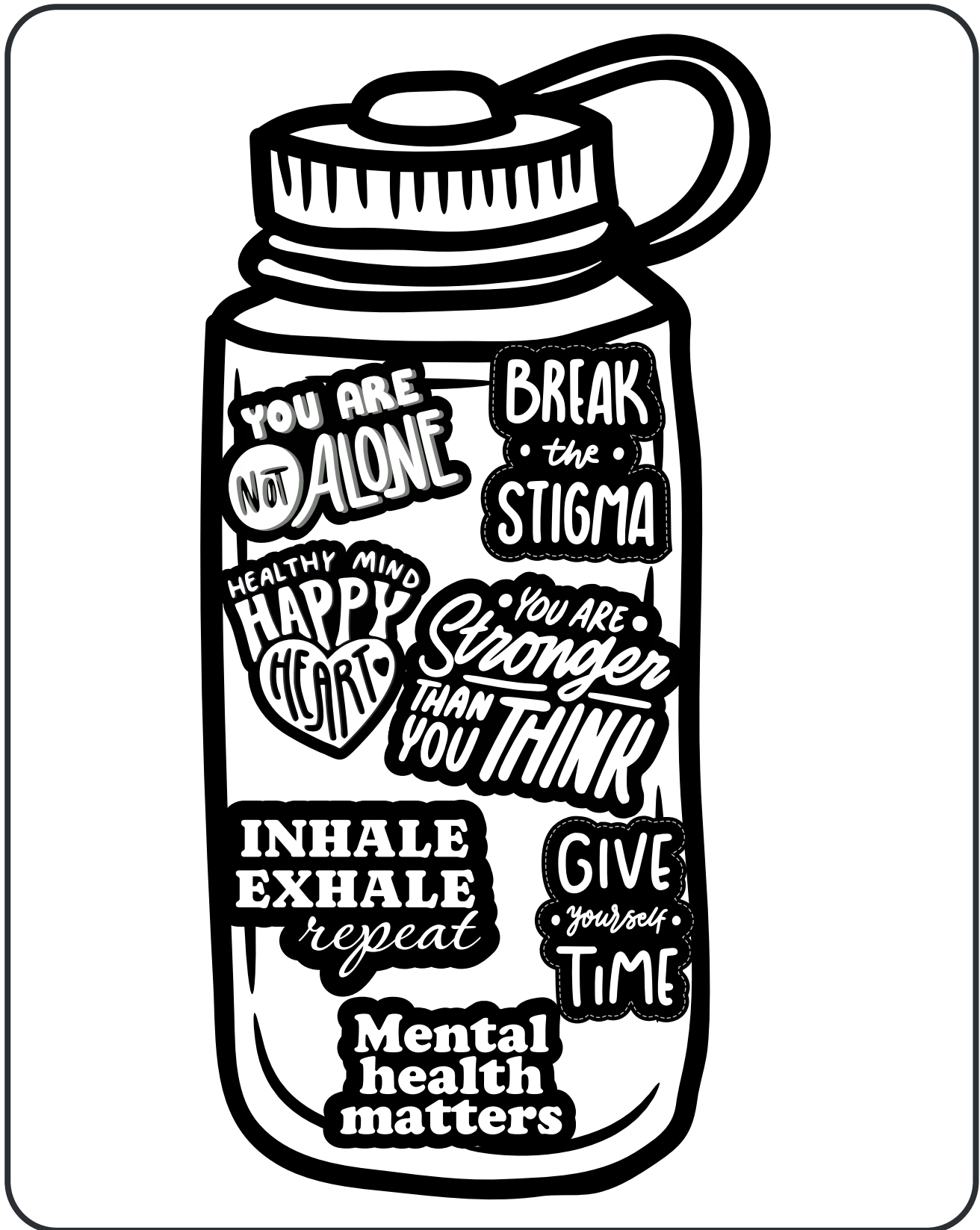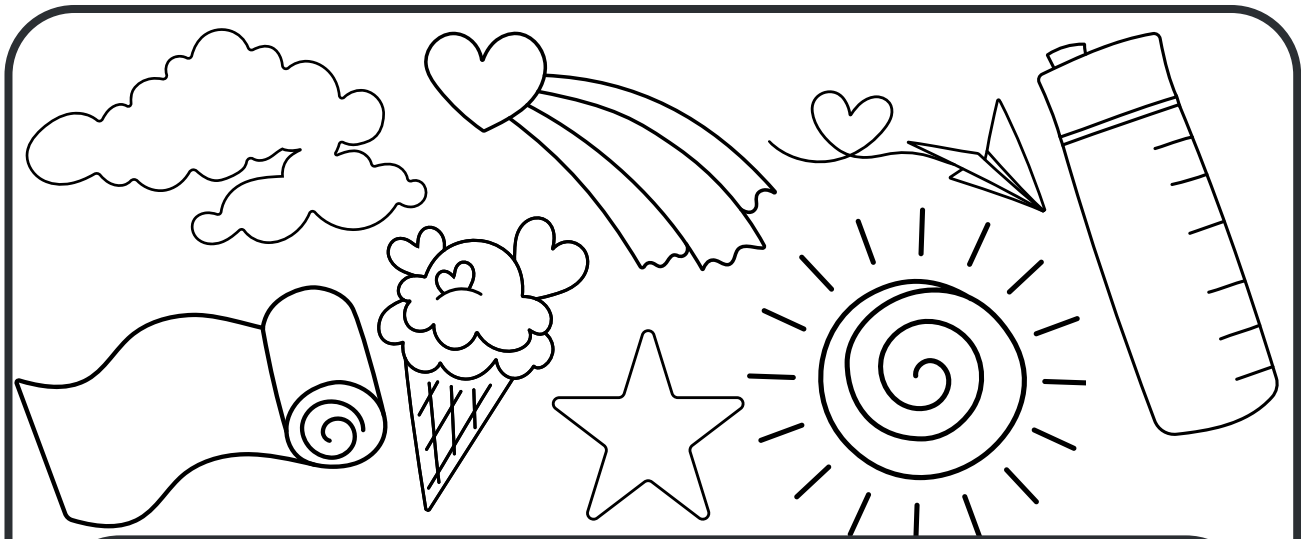
Mental health matters

FIND LOCAL MENTAL HEALTH RESOURCES

&

SHARE YOUR MENTAL HEALTH STORY

Care for yourself

FIND LOCAL MENTAL HEALTH RESOURCES & SHARE YOUR MENTAL HEALTH STORY

Connect with Us

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The Wellbeing Partners

Connecting Communities & Organizations to Wellness