

# TRIPARTITE ADVISORY ON MENTAL WELL-BEING

## AT WORKPLACES



A positive work environment supports mental well-being. The Tripartite Advisory on Mental Well-being at Workplaces sets out practical guidance on measures that employers can adopt to support their employees' mental well-being, and provides resources employers, employees and self-employed persons can tap on.

## 1 RECOMMENDATIONS TO SUPPORT EMPLOYEES

### ■ Raise employees' awareness on mental well-being

- Tap on Health Promotion Board (HPB) programmes under the Workplace Outreach Wellness Package or Workplace Safety and Health (WSH) Council's Total WSH Programme.

### ■ Extend flexible employee benefits (e.g. medical benefits) to cover mental health consultations and treatments

### ■ Provide access to third-party counselling services (e.g. Employee Assistance Programmes)

- Assure employees that their conversations with counsellors will be kept confidential and will not be disclosed without consent.



## 2 RECOMMENDATIONS FOR THE TEAM/DEPARTMENT

### ■ Train supervisors to spot signs of distress

- Tap on HPB's wellness programmes to equip managers and HR personnel with skills to be supportive leaders at the workplace.

### ■ Strengthen the social support system at the workplace

- Form informal support networks such as peer support programmes, mentor/buddy system etc.
- Set aside time and resources for bonding activities to strengthen employee relationships.

### ■ Have open and regular conversations on mental well-being

- Schedule regular check-ins with employees to assess their state of mental well-being.
- Assure employees their mental health challenges will be kept confidential.



### Review employees' mental well-being regularly

- Conduct surveys to understand general state of mental well-being of employees and work stressors (e.g. MOM's iWorkHealth tool).
- Implement measures to address findings from the survey and track their effectiveness.

### Review HR policies to ensure organisational practices are non-discriminatory and merit-based

- Companies should not ask job applicants to declare personal information, including mental health conditions, unless there is a job-related requirement.
- Appraisals should be fair and objective, with measurable standards for evaluating job performance.

### Implement and encourage flexible work arrangements (FWAs)

- Examples of FWAs include Flexi-place, Flexi-time and Flexi-load.
- For more information on implementing FWAs, refer to Tripartite Alliance for Fair and Progressive Employment Practices (TAFEP) 's guide on FWAs.

### Establish a policy on after-hours work communication

- Understand the need for proper rest outside of work hours.
- Establish a work-life harmony policy to provide clarity on after-hours communication.

### Establish return-to-work policies to support employees recovering from mental health conditions

- Employers may refer to the NCSS Mental Health Toolkit for Employers on return-to-work guidelines.



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