**Employer Pledge Action Plan**

In order to continue with your request to sign the Employer Pledge, please complete this document and email it to: [info@timetochangewales.org.uk](mailto:info@timetochangewales.org.uk). We ask that you submit your plan a **minimum of six weeks** before the date of your pledge signing to allow us time to feedback on your plan and commission your pledge board.

It’s not a problem if your action plan is still a draft at this stage. You can add to and develop your plan at any time as we encourage organisations to think about their action plan as a living document. While neither a quality mark nor endorsement, for a Pledge to have real value, it should lead to some practical action. Your action plan document will not be shared with anyone outside of Time to Change Wales but we need to see that you are serious about being active in the campaign to ensure the Time to Change Wales Organisational Pledge maintains its value.

You should have received a full guide on how to fill out your action plan, along with an explanation of the nine key principles listed in the plan. If you have not received this, please email [info@timetochangewales.org.uk](mailto:info@timetochangewales.org.uk).

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| --- | --- | --- | --- |
| **Organisation name** |  | **Main contact details (Email and phone)** |  |

**Employer Pledge Action Plan Template**

**Organisation:**

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| **Action plan principle** | **Activity description**  *List at least one tangible activity your organisation has planned to tackle mental health stigma and discrimination for each action plan principle.* | **Internal lead(s)**  *Outline who is responsible for each activity* | **Timescales**  *Provide planned timescales and dates* | **Performance measure(s)**  *Outline how you will monitor impact and success* |
| **Demonstrate senior level buy-in**  How will you show that your senior leaders are committed to addressing mental health in the workplace? |  |  |  |  |
| **Demonstrate accountability and recruit Employee Champions**  How will you ensure that this action plan is successfully implemented?  How will you recruit Employee Champions to support your work?  [More information on Employee Champions here.](http://www.time-to-change.org.uk/get-involved/employee-champions) |  |  |  |  |
| **Raise awareness about mental health**  How will you get your employees talking about mental health? |  |  |  |  |
| **Update and implement policies to address mental health problems in the workplace**  How easy is it for an employee struggling with a mental health problem, or their line manager, to find out how your organisation will treat them?  How can you change your policies to encourage those with mental health problems to come forward? |  |  |  |  |
| **Ask your employees to share their personal experiences of mental health problems**  How will you get your employees to share their experience of mental health problems at an organisation-wide level? e.g through intranet posts or newsletters |  |  |  |  |
| **Equip line managers to have conversations about mental health**  How will you ensure all of your line managers feel comfortable discussing mental health with their line reports? |  |  |  |  |
| **Provide information about mental health and signpost to support services**  How will you ensure your employees have easy access to information on mental health and where to find help? |  |  |  |  |

**Tell the world about your Employer Pledge commitment!**

**Website summary**

Once you have signed the Pledge we will add your logo to our pledge wall of employer case studies within **five working days** of your event. Please supply us with a summary of your pledge commitment and any activity you are planning on doing to accompany your logo. **Please note:** we may edit the text before it is published on the website.