

Mental Health Policy

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Amendment History

Title:	Mental Health Policy
Responsible Unit:	People and Organizational Development Department

Version	Date	Author(s)	Notes	Revision(s)	Approval(s)
V.1	01.06.2024	Nariman Ward (Employee Experience Manager)	created	Seyada Mounib	Seyada Mounib

Purpose

MSA is committed to promoting a healthy and supportive work environment that protects employees' mental wellbeing, reduces workplace stress, and encourages a healthy work-life balance.

Scope

This policy applies to all MSA academic and administrative staff.

Policy Guidelines

- **Awareness and Prevention:** MSA promotes mental health awareness through workshops, campaigns, and wellbeing activities.
- **Support and Guidance:** Staff are encouraged to seek support when experiencing work-related stress or personal challenges affecting their wellbeing.
- **Confidentiality and Privacy:** Mental health concerns will be handled respectfully and confidentially, with information shared only when necessary and appropriate.
- **Non-Discrimination:** Employees experiencing mental health challenges will be treated with dignity and fairness, without stigma or discrimination.
- **Workplace Wellbeing:** MSA encourages a supportive workplace culture, positive communication, reasonable work-life balance, and early identification of workplace stressors.
- **Access to Support:** Employees may access available wellbeing services and mental health support initiatives offered by MSA.

Roles and Responsibilities

- **MSA Management:** Promote a psychologically healthy and supportive workplace.
- **People & Organization Development Department:** Coordinate mental health awareness, wellbeing initiatives, and available support services.
- **Managers:** Encourage open communication, recognize signs of workplace stress, and guide employees towards appropriate support.
- **Employees:** Contribute to a respectful work environment and seek support when needed.

Policy Review

This policy will be reviewed periodically to ensure its effectiveness and alignment with MSA's employee wellbeing objectives.

MSA is committed to fostering a workplace where every employee feels supported, respected, and empowered to prioritize their mental wellbeing.



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