

# 5 TIPS FOR MENTAL HEALTH AT WORK

## CONNECT



Talk to someone instead of sending an email  
Get to know your work colleagues  
Ask people how they are and really listen to what they say  
Notice those around you, if someone seems down ask them if everything is OK  
Use coffee breaks as time to connect and share  
Organise regular group lunches

## BE ACTIVE



Take the stairs  
Set up a workplace weekly lunchtime walk  
Walk or cycle to work if you can.  
Practice desk exercises and stretches  
Get up and physically visit colleagues rather than email  
Take regular 5 minute breaks to walk outside and get some daylight and fresh air.

## TAKE NOTICE



Enjoy the moment and notice the environment around you. E.g. Clear desk clutter and add plants to the office  
Change your routine - try a new lunch place or take a different route to work  
Try to find one new thing everyday in your workplace that you haven't noticed before  
Notice what others in your workplace do and say thanks

## LEARN SOMETHING NEW



Take a course  
Sign up for a class  
Organise a workplace film or book club  
Take part in workplace trainings  
Organise or suggest workplace trainings  
Do puzzles such as crosswords, sudoku etc.

## GIVE



Giving feels good!  
Pick a charity at your workplace and organise volunteering days and fundraisers  
Mentor new colleagues  
Encourage and help workplace apprentices and work experience students

# Supports in Times of Difficulty

## Staff Charter

The UCC Staff Charter outlines the responsibilities of UCC as the employer and UCC staff as employees to each other. It is not a legal document and does not establish legal obligations on the University, but is intended to help create a positive and supportive work environment for all the staff of the University.

## Disputes - Policies

- UCC Grievance Procedure
- Duty of Respect and Right to Dignity Policy
- Dispute Resolution Procedure
- UCC Disciplinary Procedures
- Alternative Dispute Resolution Policy i.e. mediation
- Alcohol & Drugs Misuse Policy

## Dispute Resolution Mechanisms in UCC

- The head of school/department/discipline is responsible for resolving disputes in their area of responsibility
- Employee relations team and/or local HR Managers are available to provide assistance and advice
- Welfare contact person in HR is available for confidential one to one consultations
- Independent Staff Ombudsman appointed by the President and endorsed by both Management and Unions

