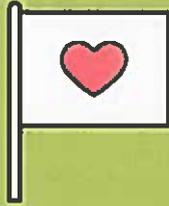


5 TIPS FOR MENTAL HEALTH AT WORK

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

