



Client: Bermuda Mental Health Foundation  
Location: Bermuda  
Subject: Employer MH Certification Program – Mindful Employer

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### Executive Summary

The **Mindful Employer** Certification (MEC) Program is an initiative which seeks to challenge, highlight and cultivate company cultures that put mental health as a workplace priority. The **Mindful Employer** Certification ensures that employers are in compliance with existing legislation while challenging them to develop, implement or enhance sound policies and practices around mental health. The MEC Program begins with a baseline assessment of your company's existing policies and practices and measures them against a set of key standards aimed at fostering a mentally healthy and stigma-free workplace. By providing a grading system, certificates, and badges, your **Mindful Employer** Certification provides your organization with a tangible way of making a strong statement about your commitment to your staff's mental wellness.

The **Mindful Employer** Certification can help your organization:

- Increase productivity and foster a healthier work environment
- Increase the retention and engagement of valued employees
- Decrease the impact of disability
- Strengthen a company's brand by linking to a cause that resonates with many employees

### Objectives

1. Promote a mentally healthy environment, one workplace at a time
2. Increase mental health awareness
3. Eliminate stigma around workplace mental health
4. Develop and support mindful workforces through training
5. Provide resources for employees who may require mental health support

### Key Messages

1. BMHF aims to decrease the stigma around mental health in the workplace and to provide a multitude of resources for employers and employees
2. The program is put in place to increase focus on the value of mental health programs and how they assist with a more positive and functional work environment
3. BMHF aims to set a new standard of mental health awareness for current and future companies on island



### Benefits for Employers

1. Certificate from the Bermuda Mental Health Foundation recognizing your Designation, whether at Gold, Silver or Bronze level
2. Listed on the BMHF website and Social Media as a Mindful Employer
3. A formal badge to include in communications indicating your designation
4. Acknowledgement at formal BMHF and Bermuda HR Association events held periodically
5. Discount on all training delivered by the BMHF

### Benefits for Employees

1. Ability to work in mentally friendly work environment
2. Increased job performance
3. Reduced stress and work-related anxiety

### Tiers/ Designations

In collaboration with the Bermuda Human Resources Association (BHRA), BMHF will conduct the baseline audit and make follow-up recommendations which, once implemented, will enable the employer to attain the Certification at the below varying levels:

- Gold – Employer achieves all 13 of the criteria
- Silver- Employer achieve 9 of the criteria
- Bronze – Employer achieves 6 of the criteria

### Pricing Strategy

- Employers with 1-49 employees \$250 Renewal \$100
- Employers with 50-99 employees \$500 Renewal \$100
- Employers with 100-199 employees \$750 Renewal \$200
- Employers with 200+ employees \$1000 Renewal \$200
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### **Contact us:**

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**BMHF - Mindful Employer Certification Program**

**THE STANDARDS**

<p><b>GOLD</b> ★</p> <p><b>SILVER</b> ★</p> <p><b>BRONZE</b> ★</p>	<p>★</p>	A Human Resources Department
	<p>★</p>	Confidentiality and Personal Information Protection policy
	<p>★</p>	A respectful corporate culture free of intimidation, bullying, fear
	<p>★</p>	At least 5% of employees within the organization have completed the Mental Health First Aid Course
	<p>★</p>	Managers have participated in Bermuda Mental Health Foundation's Mental Health in the Workplace course and or Stigma-Free Zone training
	<p>★</p>	Policies that support Mental Health (5-Bronze/7-Silver/10-Gold)
	<p>★</p>	Policies that embrace work/life balance (by providing work options such as flextime, part-time hours, work-from-home arrangements, personal leave)
	<p>★</p>	The company is registered with an Employee Assistance Program
	<p>★</p>	A comprehensive Health Insurance which includes mental health and substance abuse programs
	<p>★</p>	A Code of Business Conduct that includes a section on fair and equitable treatment and on discrimination in the workplace
	<p>★</p>	A communication plan that reflects clear and positive organizational values
	<p>★</p>	The Company has a Mental Health Champion
	<p>★</p>	A wellness program is in place that includes initiatives that support for mental health

For more information the Bermuda Mental Health Foundation by email at [MECProgram@bmhf.bm](mailto:MECProgram@bmhf.bm) or by visiting [www.bmhf.bm](http://www.bmhf.bm)



	The Standard	The Criteria	Status	Additional Info
1. <i>Framework</i>	A Human Resources Department	<p>There must either be a:</p> <ul style="list-style-type: none"> <li>• Human Resources Department OR</li> <li>• Dedicated resource responsible for handling all HR Matters</li> </ul> <p>These resources must possess</p> <ul style="list-style-type: none"> <li>• Working Knowledge of Employment Act 2000</li> <li>• Knowledge of the Human Rights Act 1981 more specifically as it relates to Discrimination</li> </ul>	Bronze	
2. <i>Framework</i>	A communication plan that reflects clear and positive organizational values	<ul style="list-style-type: none"> <li>• The Company has a clear Mission/Vision Statement that reflect its values OR</li> <li>• Managers are clear on policies and procedures on how to support their employees; they have access to ongoing training that helps them spot signs of mental health issues.</li> <li>• New hire induction includes positive references to mental health procedures</li> <li>• General Awareness communication around Mental Health is provided across the company to normalize the topic and promote positive, preventative approaches to good mental health</li> <li>• CEO Pledge</li> </ul>	Gold	
3. <i>Policies</i>	Policies that support Mental Health	<p>At least five of the following policies are in place</p> <ul style="list-style-type: none"> <li>• Anti-retaliation</li> <li>• Anti-discrimination</li> <li>• Workplace Violence</li> <li>• Open Communication</li> <li>• Safe working conditions</li> <li>• Recognition programs</li> <li>• Clear Job Descriptions</li> <li>• Training and Development</li> <li>• Parental Leave/Short-Term Disability leave</li> <li>• Performance Management and Recognition</li> </ul>	Gold 10 Silver 7 Bronze 5	<ul style="list-style-type: none"> <li>• BMHF and BHRA can provide guidance on policy drafting</li> </ul>



4. Policies	A Code of Business Conduct that includes a section on fair and equitable treatment and on discrimination in the workplace	Employer understands their legal obligation <ul style="list-style-type: none"> <li>• Must be included in the Employee Handbook or Policy Manual</li> </ul>	Gold	
5. Policies	Policies that embrace work/life balance (by providing work options such as flextime, part-time hours, work-from-home arrangements, personal leave)	Employer should be able to demonstrate and refer to specific policies such as <ul style="list-style-type: none"> <li>• Flex-time</li> <li>• Part-time hours</li> <li>• Reasonable hours/regular breaks</li> <li>• Work-from-home arrangements</li> <li>• Personal Leave</li> </ul>	Silver	
6. Policies	A respectful corporate culture free of intimidation, bullying, fear	Employer can demonstrate that <ul style="list-style-type: none"> <li>• An internal Complaint Procedure is in place for any employee who feels they have been subjected to discrimination, intimidation, bullying etc.</li> <li>• Managers are prohibited from taking any retaliatory action against a complainant</li> <li>• No matter has been reported with the Labour Relations Dept nor the Human Rights Commission in the last three years</li> </ul>	Bronze	
7. Policies	Confidentiality and Personal Information Protection policy	<ul style="list-style-type: none"> <li>• There is a clear structure in the organization for sharing sensitive information such as mental health</li> </ul>	Bronze	
8. Training	At least 5% of employees within the organization have completed the Mental Health First Aid Course	<ul style="list-style-type: none"> <li>• 5% of employees have completed the course</li> </ul>		<ul style="list-style-type: none"> <li>• BMHF will assist with enrolment in upcoming public training session</li> <li>• Minimum attendance required for onsite training (TBD)</li> </ul>
9. Training	Managers have participated in Bermuda Mental Health Foundation's Mental Health in the Workplace course and or Stigma-Free Zone training	<ul style="list-style-type: none"> <li>• All existing and new managers are trained on mental health awareness</li> </ul>	Bronze	



10. Resources	The Company has a Mental Health Champion	<ul style="list-style-type: none"> <li>• Appointed Mental Health Champion responsible for coordinating training and awareness initiatives.</li> <li>• This person must commit to having completed the Mental Health First Aid Course, Stigma Free Zone session and Mental Health in the Workplace course within 1 year of appointment.</li> </ul>	Gold	<p>Task description:</p> <p><i>Passionate about helping people to understand that mental health belongs to everybody by getting everyone to talk about mental health.</i></p> <p><i>Able to give time and resources to undertake meaningful activities that help people to change the way they think and act about mental health.</i></p> <p><i>Willing to engage colleagues constructively and positively when taking action to tackle mental health stigma encouraging others to do so too.</i></p> <p><i>Able to empower colleagues to share their experiences of mental health problems in the workplace and encourage them to become Champions too.</i></p>
11. Resources	A wellness program is in place that includes initiatives that support for mental health	<p>The company has a formal Wellness Program in place or programs such as the following:</p> <ul style="list-style-type: none"> <li>• Gym membership subsidy</li> <li>• Stress Management initiatives</li> <li>• Corporate responsibility and/or volunteering programs</li> <li>• Office ergonomics accommodations (i.e. standing desk)</li> </ul>	Gold	
12. Resources	The company is registered with an Employee Assistance Program	<ul style="list-style-type: none"> <li>• Can demonstrate being a member in good standing of any one of the Bermuda-based EAP providers</li> </ul>	Silver	
13. Resources	A comprehensive Health Insurance which includes mental health and substance abuse programs	<ul style="list-style-type: none"> <li>• All employees must have unrestricted access to those benefits through the Company's Health Insurance provider</li> </ul>	Silver	