

# Mental Health Awareness for Employees

## Workplace Culture & Dynamics



### Best Care EAP can help!

For free, confidential support for you and your dependent family members, contact us today.  
402-354-8000 | 800-801-4182

[www.BestCareEAP.org](http://www.BestCareEAP.org)

Member ID: bcCODEe – Password: CODE

**Mental health is a state of mental well-being that enables people to cope with the stresses of life, realize their abilities, learn and work well, and contribute to their community. It has intrinsic and instrumental value and is a basic human right.**

### Factors that may contribute to mental health:

- Physical causes
- Biological factors
- Life experiences
- Substance use and/or abuse
- Stigma & shame
- Personality traits
- Living in poverty, debt, or being unhoused
- Diet, exercise, & sleep
- Barriers to seeking help
- Negative coping mechanisms
- Discrimination & harassment
- Deadlines & expectations
- High levels or long-term stress
- Poor management
- Organizational culture
- Inadequate support

### Mental health is not a binary state.



<ul style="list-style-type: none"> <li>• Very anxious</li> <li>• Very low mood</li> <li>• Absenteeism</li> <li>• Exhausted</li> <li>• Very poor sleep</li> <li>• Weight loss or gain</li> </ul>	<ul style="list-style-type: none"> <li>• Anxious</li> <li>• Depressed</li> <li>• Tired</li> <li>• Poor performance</li> <li>• Poor sleep</li> <li>• Poor appetite</li> </ul>	<ul style="list-style-type: none"> <li>• Worried</li> <li>• Nervous</li> <li>• Irritable</li> <li>• Trouble sleeping</li> <li>• Distracted</li> <li>• Withdrawn</li> </ul>	<ul style="list-style-type: none"> <li>• Positive</li> <li>• Calm</li> <li>• Performing</li> <li>• Sleeping well</li> <li>• Eating normally</li> <li>• Normal social activity</li> </ul>	<ul style="list-style-type: none"> <li>• Cheerful</li> <li>• Joyful</li> <li>• Energetic</li> <li>• High performance</li> <li>• Flow</li> <li>• Fully realizing potential</li> </ul>
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## Warning Signs & Symptoms

<b>Work Habits</b>	<ul style="list-style-type: none"> <li>• Increased absenteeism</li> <li>• Loss of motivation &amp; commitment</li> <li>• Difficulty prioritizing work</li> <li>• Poor time management</li> <li>• Making excuses for performance</li> </ul>
<b>Relationships &amp; Social Interaction</b>	<ul style="list-style-type: none"> <li>• Withdrawal from colleagues</li> <li>• Deteriorating relationships</li> </ul>
<b>Performance &amp; Productivity</b>	<ul style="list-style-type: none"> <li>• Reduced output &amp; quality</li> <li>• Difficulty concentrating</li> <li>• Increased errors</li> <li>• Trouble with decision making</li> </ul>
<b>Behavior &amp; Demeanor</b>	<ul style="list-style-type: none"> <li>• Irritability, nervousness, or restlessness</li> <li>• Mood swings</li> <li>• Increased anger or frustration</li> </ul>
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Changes in sleep patterns</li> <li>• Changes in appetite</li> <li>• Increased fatigue</li> <li>• Unexplained aches &amp; pains</li> </ul>
<b>Physical Appearance</b>	<ul style="list-style-type: none"> <li>• Changes in grooming</li> <li>• Poor hygiene</li> <li>• Violating dress code</li> </ul>

## Caring for Our Mental Health

Take Care of Your SELF

<b>Sleep</b>		
<ul style="list-style-type: none"> <li>• Get 7-9 hours per night</li> <li>• Go to bed &amp; get up at the same time everyday</li> <li>• Have a bedtime ritual or routine</li> <li>• Turn off devices at least 30 minutes before bed</li> <li>• Avoid caffeine, alcohol, &amp; exercise before bed</li> </ul>		
<b>Physical:</b>	<b>Mental &amp; Emotional:</b>	<b>Overall Wellness:</b>
<ul style="list-style-type: none"> <li>• Hormone regulation</li> <li>• Immune system support</li> <li>• Metabolic function</li> <li>• Cardio health</li> </ul>	<ul style="list-style-type: none"> <li>• Enhanced cognitive function</li> <li>• Memory consolidation</li> <li>• Stress management</li> <li>• Emotional resilience</li> </ul>	<ul style="list-style-type: none"> <li>• Increased energy &amp; alertness</li> <li>• Reduced risk of accidents</li> <li>• Improved quality of life</li> </ul>

<b>Exercise</b>		
<ul style="list-style-type: none"> <li>• 30 minutes of cardiovascular exercise daily</li> <li>• Strength training twice per week</li> <li>• Limit sedentary behavior</li> <li>• Exercise outdoors when possible</li> </ul>		
<b>Physical:</b>	<b>Mental &amp; Emotional:</b>	<b>Overall Wellness:</b>
<ul style="list-style-type: none"> <li>• Healthy weight</li> <li>• Reduced heart disease</li> <li>• Reduced risk of certain cancers</li> </ul>	<ul style="list-style-type: none"> <li>• Improved mood</li> <li>• Reduced anxiety</li> <li>• Decreased risk of dementia</li> </ul>	<ul style="list-style-type: none"> <li>• Better sleep</li> <li>• Increased energy levels</li> <li>• General sense of wellbeing</li> </ul>
<b>Leisure</b>		
<ul style="list-style-type: none"> <li>• Provides needed enjoyment</li> <li>• Allows us to recover from stress</li> <li>• Offers time to reflect on the things happening in our lives</li> </ul>		
<b>Mental &amp; Emotional:</b>		<b>Overall Wellness:</b>
<ul style="list-style-type: none"> <li>• Stress reduction</li> <li>• Improved mood &amp; happiness</li> <li>• Enhanced creativity</li> <li>• Mindfulness &amp; presence</li> </ul>		<ul style="list-style-type: none"> <li>• Increased self-esteem</li> <li>• Stronger social connections</li> <li>• Improved overall wellbeing</li> </ul>
<b>Food</b>		
<ul style="list-style-type: none"> <li>• Fresh, whole, unprocessed food</li> <li>• Balanced protein, fat, carbs, fiber, vitamins, &amp; minerals</li> <li>• Nothing is "off limits"</li> <li>• Watch your portions</li> <li>• Avoid emotional or secretive eating</li> </ul>		
<b>Physical:</b>	<b>Mental &amp; Emotional:</b>	<b>Overall Wellness:</b>
<ul style="list-style-type: none"> <li>• Strong bones</li> <li>• Healthy skin</li> <li>• Robust immune system</li> <li>• Reduced risk of diseases</li> </ul>	<ul style="list-style-type: none"> <li>• Improved mood</li> <li>• Reduced stress</li> <li>• Enhanced cognitive function</li> <li>• Increased energy levels</li> </ul>	<ul style="list-style-type: none"> <li>• Positive self-image</li> <li>• Nurturing your body to thrive</li> </ul>

What do YOU do for self-care? \_\_\_\_\_

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## The ALGEE Action Plan

- **A**SSESS for risk of suicide or harm
- **L**ISTEN non-judgmentally
- **G**IVE reassurance & information
- **E**NCOURAGE appropriate professional help
- **E**NCOURAGE self-help & other support strategies

<b>DO:</b>	<b>DO NOT:</b>
<ul style="list-style-type: none"><li>• Remain calm</li><li>• Use open, non-threatening body language</li><li>• Say “I’m here to support you” or “How can I help?”</li><li>• Be caring, empathetic, &amp; patient</li><li>• Offer hope &amp; help</li></ul>	<ul style="list-style-type: none"><li>• Stare</li><li>• Ignore or minimize the issue</li><li>• Respond with judgment</li><li>• Use patronizing statements like “This is no big deal” or “You’ll be fine tomorrow”</li><li>• Ask personal questions about symptoms, treatments, or relationships</li><li>• Try to diagnose symptoms</li><li>• Make promises</li><li>• Share employee’s information</li></ul>