



# GUIDELINES ON MENTAL HEALTH CONSULTING FOR EMPLOYEES



## 4 PRINCIPLES OF MENTAL HEALTH CONSULTATION

- 1. Information security and privacy:** Information provided and shared by the employees during the consulting process needs to be kept confidential. It will only be disclosed with the employees' consent or request.
- 2. Be willing to listen non-judgmentally and respect** the employees for their opinions.
- 3. Ensure equality** in service access which is based on needs.
- 4. Ensure that the mental health assessment's results do not affect the labor safety** of the employees.

## CONSULTING STEPS TO APPLY

- 1. Greet, introduce yourself and the purpose** of the discussion which is to consult and support.
  - 2. Provide reassurance and build trust** by asking, sharing and specifying the confidentiality of the information.
  - 3. Use open-ended questions** for the employees to share willingly, **listen to them** and **express sympathy** for their worries and mental states.
  - 4. Provide information on self-care/mental health care measures** (on the next page) and discuss which of them have been applied by the employees.
  - 5. Acknowledge and encourage** the employees about the good points they have made in caring for their mental health.
  - 6. Encourage the employees** to self-identify what they should/need to do to ensure their mental health improvement (including self-care and specialist visits if needed).
  - 7. Find out the difficulties and obstacles that are hindering the employees** from taking care of their mental health and discuss them together to find solutions.
  - 8. Support the employees** in your ability (including recommending a specialist counseling/examination/treatment facility or being ready to take them to a health facility if needed...), give them your contact number so they can contact you initiatively when needed.
  - 9. Update information** on the system and continue monitoring in 1 week if necessary.
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