



University of  
**Nottingham**

UK | CHINA | MALAYSIA

A scenic view of the University of Nottingham campus. In the background, a large, light-colored stone building with a prominent clock tower stands on a hill. The foreground is dominated by a calm lake that reflects the sky and the surrounding greenery. Lush trees and grassy banks surround the water. The entire scene is framed by a white border, and the text 'Staff wellbeing guide' is overlaid in the center.

# Staff wellbeing guide

- Purpose of this guide
- Our employee assistance programme (EAP)
- Togetherall mental health on-line service
- University support for healthy mental wellbeing
- Online training courses and resources
- Financial wellbeing
- Get active – Staff active
- Guidance for line managers
- Our policies



**This guide signposts staff to the resources available to support your wellbeing, including our online/telephone employee assistance service and other web-based resources.**

Click on the **bold blue underlined links** – they may open in a separate browser!

You may wish to view this slide deck in 'presentation' mode OR if using regular 'view' mode simply hover over the link, right click then select 'open link'.

# Our employee assistance programme (EAP)

Our [employee hub](#) gives you easy access to our **employee assistance programme** which offers free confidential support for any workplace or personal issue over the telephone or online 24/7.

Access **telephone counselling** via 0808 168 2143.



Access [online counselling and information](#)

1. **LOG IN**  
(using your University username (eg brzabc, mszabc) and your password) >

2. Select 'EAP' from the menu at the top of the page

3. Click on the tile to go to the EAP website →



The site also provides useful **webinars** and **articles** giving immediate personal support on a range of issues including mental health, stress and sleep.

**Togetherall** is a digital mental health and wellbeing support service providing a safe space for members to engage anonymously with a wide network of people across the world who understand what it's like to struggle with mental health.



Members can share thoughts and feelings, ask questions and access support 24 hours a day, 365 days a year. Trained clinicians monitor the environment to ensure compliance and to guide users in the right direction for remedial support. There are also creative tools to help express how you are feeling and a wide range of self-guided courses to do at your own pace.

## How to join:

- Visit [Togetherall's web site](#)
- Click 'register'
- Select 'I'm from a university or college'
- Register with your academic email address ([@nottingham.ac.uk](#))

Download the [Togetherall user guide](#) for more information.



The university has a [mental health first aider network](#).

Our mental health first aiders provide a first point of contact for staff seeking support. They are trained to have a good awareness of mental health to signpost staff to appropriate professional support and provide the opportunity to engage in supportive conversations.

The [University Counselling Service](#) is a free and confidential service available to staff and students at the University of Nottingham. They offer one-to-one counselling support, workshops and groups. Their website also contains a range of [self-help resources](#)



**Get in touch with UCS** by emailing [counselling.service@nottingham.ac.uk](mailto:counselling.service@nottingham.ac.uk)

**Arrange an appointment** by completing an [online registration form](#)



Follow these [top 10 tips](#) to maintain your mental health and wellbeing. You can find out more at [www.actionforhappiness.org](http://www.actionforhappiness.org).

Our **Leadership and Management Academy** (hosted on Moodle) offers all staff a range of online wellbeing support, services and tools. Use your University username and password to login to:

- Useful resources for [effective remote working](#) and using different technology
- Recognise [stress](#) and ways to help manage it
- Learn from our [online wellbeing programme](#)

**If you haven't used Moodle before then please contact IT to get set up!**

Access a range of [short courses](#) to provide practical advice and support on numerous wellbeing topics.

1 in 3 people worry about their finances. In times of hardship it can be difficult to ask for help, here are some resources if you are struggling with your finances.



Access free, confidential help via our Employee Assistance Programme (EAP) on the [employee hub](#) including budgeting help, adapting your finances and debt counselling. You can also contact the EAP 24/7 on 0808 1682143.



[Money Helper](#) provides impartial money and pensions guidance, backed by Government and free to use. You can also contact Money Helper on 0800 138 7777.



Nottingham & Lincs Credit Union (NLCU) provide ethical, fair and competitive financial services, including savings and loans directly through payroll. NLCU look to work positively with customers specific personal financial circumstances and offer preferential rates to staff. Information is available via [payroll](#) or the [employee hub](#).

More advice is available on our [financial wellbeing web page](#)

Being active is essential for both physical and mental wellbeing.

Our [Staff Active](#) programme has been designed for members of staff with the aim of providing a variety of opportunities to stay active, keep healthy and enjoy the facilities we have on offer at UoN Sport.

Alongside lots of activities we also have gym, swim, climb and a range fitness classes with discounts on membership available for staff.

UoN Sport have also devised some [virtual workouts](#) and wellbeing guidance to help you stay fit and healthy both on and off campus.



# Guidance for line managers

Our [leadership toolkit](#) provides useful resources to help you in key areas of supportive leadership practice.



This [line manager guide](#) will help you to spot signs of stress and potential mental ill health as well as outlining tips on having supportive and open conversations with your team.

Access [HR Guides](#) to help you support your teams with a variety of areas that may impact on their wellbeing at work, including reasonable adjustments and work life balance.

There are a number of courses available to help you support the wellbeing of your teams. These range from [short online courses](#) to [recorded webinars and live spotlight sessions](#).

**We recognise managers and leaders are employees too and would encourage you to apply the same principles and care to your own health and wellbeing as you do to your team. Our [HR team](#) is here to support you on a confidential case by case basis.**

All policies and procedures are available to staff and managers via the [HR Policies Webpage](#).

The most relevant ones around wellbeing, leave and flexible working are listed below:

[Sickness absence policy](#)

[Flexible working policy](#)

[Special leave policy](#)

[Management of work related stress policy](#)

[Guides and support](#)

If you require clarification on a policy or procedure or can't find what you're looking for then please contact:

[Hr@nottingham.ac.uk](mailto:Hr@nottingham.ac.uk)

**0115 748 4800**

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