


Taskeen Health Initiative Employee Mental Health and Wellbeing Policy

Prepared By	Department: Human Resource	Date: 1st June, 2021
Approved By COO/CEO	Signature: 	Date: 14th July, 2021



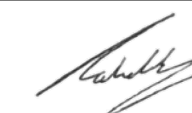
Revision History Table			
Revision	Date	Description of Change	Approved by COO/CEO
1.0	1st July, 2023	First Annual Revision	
2.0	1st July, 2024	Second Annual Revision	
3.0	1st January, 2025	Third Annual Revision	

Table of Contents

EMPLOYEE MENTAL HEALTH & WELLBEING POLICY.....	3
POLICY STATEMENT.....	3
SCOPE.....	3
1. POLICY GOALS.....	3
2. POLICY OBJECTIVES AND KEY ACTIONS.....	4
2.1. Promote Awareness and Reduce Stigma.....	4
2.2. Foster a Healthy Work Environment.....	4
2.3. Provide Supportive Management and Communication.....	4
2.4. Strengthen Employee Capability and Resilience.....	4
3. RESPONSIBILITIES.....	4
3.1. All Employees.....	4
3.2. Managers and Supervisors.....	5
3.3. Recruitment and HR.....	5
4. COMMUNICATION.....	5
5. MONITORING AND REVIEW.....	5

Taskeen Health Initiative

A Company set up under section 42 of the Company's Act 2017

3rd Floor, Plot # 73C, Jami Commercial, 8th Commercial Street, Phase 7, DHA, Karachi, 75500

0316-8275336

hello@taskeen.org

www.taskeen.org

EMPLOYEE MENTAL HEALTH & WELLBEING POLICY

POLICY STATEMENT

Taskeen Health Initiative recognizes that mental health is fundamental to the overall health, wellbeing, and productivity of its workforce. Promoting mental wellbeing is not only a moral imperative but also essential for fostering a positive and productive work environment.

This policy reflects Taskeen's commitment to creating a psychologically safe workplace by reducing stigma, providing support, and implementing proactive measures to ensure employee wellbeing. It underscores the shared responsibility of all staff and management to build an inclusive and supportive work culture.

SCOPE

This policy applies to all employees of Taskeen Health Initiative, including:

- Full-time and part-time staff
- Contractual employees
- Interns and volunteers

It is applicable across all work arrangements, on-site, remote, and hybrid, and aims to:

- Promote individual accountability for mental health
- Establish supportive and inclusive workplace practices
- Encourage early identification and intervention

Taskeen believes that employee mental health and wellbeing are critical to organizational success and long-term sustainability.

1. POLICY GOALS

Taskeen aims to:

- Cultivate a workplace culture that supports mental health and wellbeing and eliminates discrimination, bullying, and harassment
- Enhance employee awareness and understanding of mental health issues
- Reduce stigma associated with mental illness, particularly depression and anxiety
- Encourage employee participation in initiatives that support psychological wellbeing

Taskeen Health Initiative

A Company set up under section 42 of the Company's Act 2017

3rd Floor, Plot # 73C, Jami Commercial, 8th Commercial Street, Phase 7, DHA, Karachi, 75500

0316-8275336

hello@taskeen.org

www.taskeen.org

2. POLICY OBJECTIVES AND KEY ACTIONS

Taskeen commits to the following objectives and supporting actions:

2.1. Promote Awareness and Reduce Stigma

- Conduct information sessions and campaigns to increase awareness and acceptance of mental health issues
- Embed mental health awareness in organizational policies, including staff induction materials

2.2. Foster a Healthy Work Environment

- Encourage work-life balance through flexible scheduling.
- Promote a predictable and manageable workload with clearly defined job roles and responsibilities
- Ensure ergonomic and psychologically supportive workspaces (e.g. lighting, ventilation, & noise control)

2.3. Provide Supportive Management and Communication

- Offer strong management support, relevant training, and the resources needed to perform effectively
- Maintain open and respectful communication between employees and management
- Address conflicts promptly and uphold a zero-tolerance stance toward bullying, harassment, and discrimination

2.4. Strengthen Employee Capability and Resilience

- Promote professional development through appraisal-linked opportunities
- Train designated staff to identify and respond to mental health concerns such as stress, anxiety, and depression

3. RESPONSIBILITIES

3.1. All Employees

- Familiarize themselves with this policy and apply it in daily work
- Support a respectful and inclusive environment
- Take reasonable care of their own mental and physical wellbeing
- Avoid actions that could negatively affect the wellbeing of others

Taskeen Health Initiative

A Company set up under section 42 of the Company's Act 2017

3rd Floor, Plot # 73C, Jami Commercial, 8th Commercial Street, Phase 7, DHA, Karachi, 75500

0316-8275336

hello@taskeen.org

www.taskeen.org

3.2. Managers and Supervisors

- Ensure that all team members are aware of and have access to this policy
- Proactively support employees experiencing mental health challenges
- Prevent discrimination and manage reintegration after mental health-related absence
- Treat all cases confidentially, with respect and sensitivity

3.3. Recruitment and HR

- Ensure fair hiring practices and avoid discrimination against candidates with mental health history
- Train hiring personnel on inclusive language and interview practices
- Ensure line managers are equipped to identify and respond to mental health needs in the workplace

4. COMMUNICATION

Taskeen is committed to effective communication of this policy by ensuring that:

- All new employees receive this policy as part of their induction.
- The policy is easily accessible to all staff
- Updates or related initiatives are clearly communicated across the organization
- Employees are encouraged to give feedback and contribute to improving mental health practices

5. MONITORING AND REVIEW

Taskeen will review this policy annually to ensure its relevance, effectiveness, and implementation. Actions include:

- Regular feedback collection from employees and management
- Review of mental wellbeing programs against policy goals
- Ongoing efforts to identify and remove barriers to effective implementation

Taskeen Health Initiative

A Company set up under section 42 of the Company's Act 2017
3rd Floor, Plot # 73C, Jami Commercial, 8th Commercial Street, Phase 7, DHA, Karachi, 75500
0316-8275336
hello@taskeen.org
www.taskeen.org