

Mental health Policy

APPROVED BY:	ISSUED BY:
President – Professor Dr. Ahmed Sameh Farid	Human Resources Department Nevien Fawzy Abdel Rehman
Signature:	Signature:

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Change Request Form

Note: Submit this form to concerned approver as per the document & record control process, before sending it to Manager .

Name of the document or record:

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Reason for Change :

Process Improvement
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 Other

Changes Required:

(Attach sheets where required)

Remarks of Functional Manager & other approvers (if applicable)

Approver	Management Representative	User
Date :		

Mental Health Policy

1. Purpose

The purpose of this policy is to promote and protect the mental health and wellbeing of all employees/students, to foster a supportive and inclusive working and learning environment, and to ensure that individuals experiencing mental health challenges are treated with dignity, respect, and understanding.

2. Scope

This policy applies to all employees, and students associated with NewGiza university, regardless of role, position, or employment status.

3. Policy Statement

The University is committed to:

- Creating a workplace culture that promotes mental wellbeing and prevents stigma or discrimination related to mental health conditions.
- the University has assigned a specialized psychiatrist to assist both staff and students with mental health concerns.
- Providing reasonable support for individuals experiencing mental health challenges.
- Encouraging early identification and intervention for mental health concerns.
- Supporting the recovery and return-to-work/return-to-study of individuals after periods of absence due to mental health issues.

4. Definitions

- **Mental Health:** A state of wellbeing in which an individual realizes their abilities, can cope with normal life stresses, can work productively, and can contribute to their community.
- **Mental Health Condition:** Any diagnosed or self-reported psychological disorder, such as anxiety, depression, burnout, bipolar disorder, post-traumatic stress disorder (PTSD), or other conditions affecting emotional or psychological wellbeing.

5. Roles and Responsibilities

5.1 Management

- Promote mental health awareness and open communication about wellbeing.
- Ensure that policies and practices support psychological safety.
- Provide training for supervisors and managers to identify and support employees showing signs of distress.
- Maintain confidentiality and ensure fair treatment in all matters related to mental health.

5.2 Human Resources / Student Affairs

- Develop and maintain programs that support mental health and wellbeing.
- Provide Students counselor in the premises available three days a week for all students and Facilitate access to counseling through providing private medical insurance to all staff .
- Ensure compliance with labor laws, anti-discrimination legislation, and occupational health and safety standards.

5.3 Employees / Students

- Take reasonable care of their own mental wellbeing and that of their colleagues.
- Seek support early when facing mental health challenges.
- Participate in wellbeing initiatives and training where appropriate.

6. Support and Resources

The University provides access to:

- **Psychiatrist. Available five days a week.**
- Counselor. “Available three days a week “
- Mental health awareness and stress management workshops.
- Flexible work or study arrangements when needed based on the condition.
- Safe channels for reporting bullying, harassment, or workplace stressors.

Note:

NGU-SOM is committed to providing comprehensive mental health support for all staff and students. To ensure appropriate and professional care, **the University has assigned a specialized psychiatrist to assist both staff and students with mental health concerns.**

The psychiatrist is available for confidential consultations, assessment, and counseling sessions. **When clinically indicated, the psychiatrist may prescribe medication or refer individuals for further specialized care.** All services are provided with strict confidentiality and in accordance with medical ethics and university regulations. Furthermore

7. Confidentiality

All information disclosed about an individual's mental health will be treated with strict confidentiality and shared only on a need-to-know basis with the consent of the individual.

8. Training and Awareness

- Annual training sessions will be offered to all staff and supervisors on mental health awareness, and stress management.
- Campaigns will be organized to reduce stigma and encourage openness regarding mental health.

9. Crisis Management

In cases of acute distress, self-harm risk, or crisis situations:

- Immediate referral will be made to professional medical or psychological services.
- The University will follow established emergency and safeguarding procedures to ensure safety.

10. Monitoring and Review

This policy will be reviewed every **two years** or as needed to ensure its effectiveness and relevance.

Feedback from employees, students, and stakeholders will be incorporated into revisions.