You are invited to participate in a research project investigating different ways of managing workplace mental health.

What is the purpose of this research?
Research has shown that there are strong links between work and mental health. However, much of this research has been conducted in corporate and government settings and little is known about people working in other settings.

Who is invited to participate?
Managers in and owners of small to medium businesses and non-government/non-profit organisations (NGOs).

What will you be asked to do?
If you choose to participate, you will be asked to complete 5 surveys over a 3 year period. Each survey will take about 20 minutes and involves completing a questionnaire that asks how you feel about your work and deal with the challenges it presents, as well as a range of questions that relate to your health and wellbeing. The surveys can be completed securely online, or alternatively can be mailed to you at your preferred address and returned in a reply paid envelope directly to the research team.

Each time the survey is conducted, all those who respond will have the opportunity to go in a prize draw to win a $500 ColesMyer Voucher.

In addition to completing the surveys, you will receive a resource package that aims to provide information and support to the management of mental health in the workplace. If you choose to participate, you will be randomly allocated to receive one of the following packages:

- A DVD and accompanying Resource Kit that explores strategies for managing mental health issues in the workplace
- A different version of the DVD and Resource Kit that explores strategies for managing mental health issues in the workplace as well as ways to reduce stress and maintain a positive outlook on your work-life
- A DVD and Resource Kit PLUS 6 brief telephone calls to discuss this material (maximum 30 minutes each) that will take place over a three month period.

You will be asked for your feedback on the resources you receive as part of the survey process.

Participation is entirely voluntary. You are free to withdraw at any time without having to explain why and you can also withdraw any information you have supplied.

How else can I contribute to the study?
A second part of the study relates to how your employees feel about their work environment. You will be asked to distribute an information sheet to your employees for them to consider participating. If you promote our employee survey to your staff, we can provide a brief report outlining priority areas and recommended strategies for enhancing wellbeing and performance, tailored to your business. Their participation is entirely voluntary and you will not have any knowledge of whether they participate or not, or what their survey responses are. Therefore the reporting process will be undertaken with strict confidentiality provisions to protect the identity and personal information provided by staff members who participate.

How will your personal information be treated?
All information obtained in this study will be used for research purposes only. It will remain confidential and be stored securely either electronically or in a locked filing cabinet, with access only by authorised research team members. The online survey will hosted by the web-based Timba survey program, and the data collected from the survey will be stored on a secure web-based server run by the Salesforce company*. Once we have completed our data collection, we will import the data we collect to the University of Tasmania server where it will be stored for a period of five years and only be accessible to the research team. All survey data will be destroyed or deleted 5 years after the research is published. No information identifying individual participants will be used in publications arising from the research.

* for more information on data security see http://www.salesforce.com/uk/platform/service-delivery/security/.

What do you get out of being involved?
This resource offers a potential benefit to all business as it is designed to be both preventative of and responsive to current mental health issues. Participation will improve your knowledge about the best ways to support smaller businesses in relation to workplace health. At the conclusion of the study a report on the results will be available on the Chief Investigator’s website http://fcms.its.utas.edu.au/business/mgmt/pagedetails.asp?Ipersonid=2911.
Who to contact
To sign up for the study please visit [http://www.businessinmind.edu.au/participant-registration](http://www.businessinmind.edu.au/participant-registration). Alternatively, telephone or email us on (03) 6226 2713 or business.in.mind@utas.edu.au and we will assist you with registration. You can also contact the Chief Investigator, Dr Angela Martin, on (03) 6226 2713 or by email: Angela.Martin@utas.edu.au.

Concerns or complaints
This research has received approval from the Human Research Ethics Committee (Tasmania) Network. If you have any concerns of an ethical nature or complaints about the manner in which the project is conducted, you may contact the Executive Officer of the Human Research Ethics Committee (Tasmania) Network on (03) 6226 7479 or human.ethics@utas.edu.au.