

Action Plan

Business Name: Paymasters Date: August 2022

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
1. Explore employee handbook policies	1a. Breastfeeding 1b. Tobacco 1c. Stress Management 1d. Consider changes	Sept 1	Review accomplished	Yolanda, Daneele, Karry	Staff, Business Owners	
2. Explore foundational practices, challenge outdated policies, and generate input from co-workers	2a. Share wellness vision statement with staff and ask for input 2b. Generate wellness Interest Survey for co-workers 2c. Generate ideas and ask for input 2e. Ask for wellness help when needed	Aug 22 Sept 1 Sept 15 Ongoing	Policies Reviewed Surveys completed Input received	Yolanda, Daneele, Karry	Staff, Business Owners	
3. Implement Monthly/Quarterly initiatives	3a. Kindness calendar 3.b Health observance calendar 3.c Health Challenges	Sept 1- Monthly		Yolanda		
4. Create Lactation/ Quiet Space / Multi-Purpose Room	4a. Get approval 4b. Begin Designing 4c. Order furniture/supplies 4d. Communicate to staff why and how to use	Unknown		Yolanda		