

Well-being Foundational Practices

Foundational	<p>Identify ways to increase well-being in the workplace:</p> <ul style="list-style-type: none"> • Conduct employee survey(s): Health assessment, organization climate and culture audit, work and life stressors, employee interest survey • Manager survey: Capture job/department characteristics • Compile aggregate list of employee and management ideas for adding to well-being. Which can be feasibly addressed, work-life balance, work overload, job autonomy, social relationships, supervisor support, adding more purpose to work, etc. • Set goals: Identify solutions, such as building a healthy culture, skills training, supervisor development, employee-centered policies, address burnout, etc.
Environment	<p>Could include:</p> <ul style="list-style-type: none"> • Quiet room/spaces • Spaces for more informal meeting and socializing space • Healthy lunch and/break rooms
Policy	<p>Could include:</p> <ul style="list-style-type: none"> • Provide sick leave and PTO for all employees • Remote working policy • Flexible work schedule when, for example <ul style="list-style-type: none"> • Caring for family members (e.g., taking parent to medical appointment) • Working extra hours • Using flex time for physical activity • Offer reimbursement for skills training, education, certifications • Paid sabbatical time for every 5 to 10 years of work • Offer Employee Assistance Program (to addresses concerns outside of work: family and relationship issues, financial planning and issues, legal support, child/elder care referrals, career counseling referrals)
Systems	<p>Could include:</p> <ul style="list-style-type: none"> • Management training (staff development, coaching employees, identify primary causes of work stress, coaching low performers etc.) • Annual review for managers to ask how they support employee and workplace wellness • Add questions about how employees are taking care of their well-being to annual reviews • Employee involvement in decision-making processes and workplace wellness committee
Social Support	<p>Create and support an environment and atmosphere that encourages relaxed, healthy social interaction to reduce loneliness and isolation</p> <ul style="list-style-type: none"> • Include activities and time for employees to informally connect to reduce social isolation, i.e., ice breakers at virtual meetings, taking lunch and breaks, Encourage walking, stretch breaks, healthful eating and good sleep habits • On-site or near-site child care • Offer healthy gatherings like potlucks, break time recess (with bocce ball or another activity), field trips after work, etc.