Is your organisation wellbeing ready?

A simple checklist to ensure that you have laid the groundwork for sustainable employee wellbeing

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A simple checklist to ensure that you have laid the groundwork ahead of implementing effective, impactful and sustainable employee wellbeing initiatives.

Employee wellbeing has grown to become a key issue as companies strive to make sure their employees remain happy and motivated in their work. A happy and healthy workforce is a creative and productive workforce.

In the workplace, this can include things affecting physical wellbeing, such as natural daylight and temperature control. Equally important, however, is support for mental wellbeing, through employee assistance programmes or informal areas for taking a break or catching up with colleagues. Supporting both physical and mental employee wellbeing is essential to help create a healthy, productive workforce.

Using this checklist

This checklist is designed to guide you through the process of beginning to think about incorporating aligned and integrated wellbeing practices in to your workplace environment.

The checklist identifies key areas that should be considered in advance of undertaking a new employee wellbeing programme or initiative:

1. Starting with why you want to focus on wellbeing in the workplace

2. Moving through to understanding (and possibly improving) what policies and procedures you currently have in place

3. To how you can ascertain a baseline and subsequently use this baseline to measure and evaluate the impact of a workplace wellbeing intervention.

4. You are now ready to start to implement real and impactful change!

1. Before you start

Before beginning any wellbeing initiative, it is crucial that you determine why you are doing so. In order to assist you, we have created the list below. Tick all that are relevant to you and remember to bear them in mind throughout the process.

Why are you starting this wellbeing initiative?

- [ ] To increase staff satisfaction
- [ ] To increase staff morale
- [ ] To improve staff retention
- [ ] To increase productivity
- [ ] To reduce absenteeism
- [ ] To reduce presenteeism
- [ ] To foster better relationships between management and staff
- [ ] To increase open communication
- [ ] To lower costs
- [ ] To improve our Employee Value Proposition
- [ ] To work towards a more sustainable building and workforce

Define wellbeing priorities

From the reasons above, decide what is the most important for your company. Do you want to focus on cost reduction or making your employees more engaged? Inevitably this will affect your research, data collection and subsequently your wellbeing offer. So you need to decide, "What does wellbeing look like in my organisation?"

2. Current processes and policies

A review of all current HR & Statutory reporting processes and policies can be helpful. If the flexible working policy is clear, but uptake is low, does this mean it needs to be more effectively communicated to staff?

Do managers need to be assessed on their implementation of agile working? A new space needs a supportive company culture, with this being reflected in company policies. Employees need the flexibility to choose their working environment and not be judged on hours at their desk.

An audit of all of the policies and processes listed below is an important task with the objective of ensuring they are all aligned and consistent with wellbeing initiatives and objectives.

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Health and Safety

☐ Reporting workplace accidents and injuries. Is there a clear procedure in place for this?

Policies and procedures – work/life balance

- **Holiday allowance**

☐ Do staff take all their holiday? Is there a requirement to take holiday? What restrictions are in place?

- **Working hours**

☐ Are working hours monitored (especially in relation to out of hours working)?

- **Remote working**

☐ Is your policy clear? Is the application procedure clear? Are managers trained on how to implement remote working?

Employee Benefits

- **Private medical insurance/cash plan**

☐ Are these offered? Do people claim?

- **Absence management (short and long-term)**

☐ Short-term: Is self-certification in place?
☐ Are 'return to work' interviews carried out?
☐ Do managers check wellbeing after a certain number of days?

Long-term Employee support:

☐ Do you offer a phased return or reduced hours?

Employee assistance programme

☐ Do employees have access to impartial advice? Is the number easily available?

Employee support

- **Succession/progression planning**

☐ Knowing the way through the business and opportunities available are important for a sense of purpose within the business.

Training

☐ Good access to information about opportunities and training programmes being held or that employees have access to can be important and affect overall satisfaction levels.

3. Metrics

Reviewing the data collected can help highlight where there might be issues to resolve. Gathering 'before' data is important for future analysis and benchmarking to determine whether a positive change has occurred. The list below includes different workplace metrics that should be included in any research findings that will impact office design:

Absenteeism

☐ Long and short-term absence statistics can indicate whether there are problems in certain departments with stress or other complaints that may be worth investigating, such as back problems

Output measures

☐ Although not always measured, team performance can be a good indicator of the health of relationships, a strong indicator of wellbeing.

Individual annual reviews

☐ It can be good to review whether staff members are assessed on outputs or time spent at desk, and whether this differs by department.

Engagement survey results

☐ Engagement results can indicate how satisfied your employees are and how engaged they are in their work and with the business.

Staff turnover and reasons for leaving

☐ It is important to understand why people leave your organisation, and whether the reasons are wellbeing-related.

Facilities management complaints

☐ Analysing complaints from all staff about issues such as temperature and noise are useful in understanding what can be improved.

Health insurance claims

☐ Has there been a rise in claims? Is it abnormally high? What types of claims are most frequent?

Flexible working uptake

☐ If there is a flexible working policy in place, it can be useful to know how and when requests are placed. Are there more requests from one part of the organisation? Is low uptake due to cultural factors? Interview data can also help answer some of these questions.

HR complaints raised

☐ Relationships between managers and direct reports as well as between peers are all important and need to be included in any analysis

4. How exciting! Now you are ready to go...

Don't forget, you are not alone. For additional support and advice contact HappyMaven: Wellbeing in Business, your partner for workplace wellbeing.

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