

# Workplace Wellbeing Checklist

- ✓ Develop a mental health and wellbeing policy in consultation with all stakeholders and ensure the strategy is active, effective and regularly evaluated for continual improvement.
- ✓ Create a psychologically safe environment for all employees including policies and practices against workplace bullying and harassment and return to work procedures.
- ✓ Encourage team leaders to become accredited in Mental Health First Aid.
- ✓ Provide access to regular mental health and wellbeing education for all employees (information, workshops, training, presentations).
- ✓ Actively provide professional development opportunities for growth and learning.
- ✓ Establish recognition and reward programs, celebrate work milestones and encourage a culture of gratitude.
- ✓ Create clear communication structures to ensure decision making and changes are transparent, supportive and positive.
- ✓ Invest in developing leadership skills for supportive, consultative and challenging leaders.
- ✓ Align business strategies with the company's values to provide purpose and meaning behind decision making.
- ✓ Support flexibility for healthy integration of work/life factors.