



EMOTIONAL AND SOCIAL WELLBEING CHECKLIST



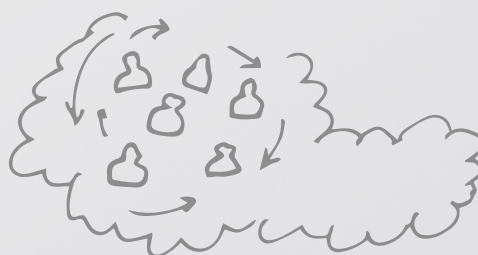
Support wellbeing habits that allow your employees to work productively, cope with normal stresses in work and life, contribute to their team and realise their abilities.

Here is your Emotional and Social wellbeing checklist:

1. **Reward and recognise great work:** Ensure your employees feel valued with regular recognitions for doing well. Remember to get the message out to the whole organisation and not just the direct team.
2. **Help employees work towards long-term goals:** Support your employees to develop their careers with clear, documented goals and objectives to boost satisfaction.
3. **Encourage regular breaks, clear switch-off periods and using all holiday days:** Maintaining a healthy work-life balance will help reduce stress and burnout in the workplace to create a positive culture.
4. **Hold regular two-way check ins:** Help managers keep up to date with how their team is feeling, alerting them to potential problems so they can course correct before things get out of control.
5. **Implement a collaborative HR platform:** The right platform can support health and wellbeing in a multitude of ways. A place to create clear channels of communication, boost engagement and support company activity.
6. **Build a community within your organisation:** Utilise your digital HR platform to create communities that encourage people to share their interests and create networking time for cross-departmental collaboration.
7. **Provide an Employee Assistance Programme:** Provide your employees with free confidential advice on issues that may be causing stress, that they may not want to share with HR.
8. **Promote Mental Health Awareness:** Internally promote mental health awareness including the importance of mental health, things to look out for and ways to help improve mental health.



Tip: Use a central communication tool everyone can access such as your HR platform or on a designated community page.





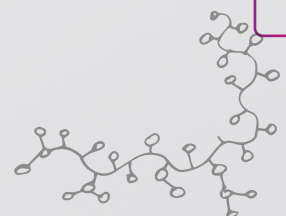
FINANCIAL WELLBEING CHECKLIST



If an employee has money worries, it can have a huge impact on their mental health and wellbeing. Sleepless nights and the stress and anxiety of financial concerns can result in employees not being able to fully focus on their work. As an employer, you can help your employees to manage their financial wellbeing.

Here is your financial wellbeing checklist:

- 1. Offer a financial coach as an employee benefit:** Provide your employees with access to a qualified financial expert to talk to, so they feel more secure, less stressed, and more settled in their job.
- 2. Let your employees access their pay before pay day:** Earned Wage Access tools allow your employees to access already earned pay before pay day - to alleviate the stress of unexpected costs.
- 3. Provide real-time pay information:** Real-time payslips as part of a financial budgeting app allow employees to view what they are earning whilst they're earning it. This encourages planning and saving based on what they'll actually get paid.
- 4. Offer shift bidding for extra work opportunities:** Shift bidding allows employees to express interest in working additional available shifts. They can bid for shifts and earn more money which can help when there are money worries.
- 5. Interactive payslips:** Interactive payslips allow employees to understand what they are being paid (and their deductions) to improve their financial education. This can reduce queries and save time for your Payroll team.
- 6. Get pay right:** 44% of people would consider leaving their job if they weren't paid correctly. The negative impact of incorrect pay is not only stress but can have financial implications too. And it happens more than you'd think...
- 7. Consider offering salary sacrifice schemes:** Introducing benefits with a salary sacrifice scheme allows employees to save costs balanced against lowering their tax deductions.
- 8. Review your benefits and rewards:** Offer your employees benefits and rewards they'll actually use and provide them opportunities to save money and harness key added value from your organisation.
- 9. Offer greater flexibility around working hours and location:** Flexibility can help your employees save on the costs incurred through travel and childcare.
- 10. Use salary modelling tools:** Using insight from pay data you can review opportunities around salaries and how you can support financial planning.





PHYSICAL WELLBEING CHECKLIST

Ensuring your employee has a great working environment contributes to their physical wellbeing and helps reduce absence to boost your overall productivity. There is plenty an employer can do to support your employee's physical wellbeing.

Here is your physical wellbeing checklist:

1. **Encourage healthy eating:** If you have in-house catering, ensure that there are healthy options available. You can also share advice through your internal communications on healthy meal ideas and quick and easy cooking for those who struggle with time.
2. **Promote a work-life balance:** Maintain a healthy culture around timekeeping and breaks. Make sure employees are taking full use of their lunch breaks to reduce stress, ideally with time outside.
3. **Encourage walking meetings:** Like a traditional meeting, it serves as a time to collaborate and discuss but with the bonus of getting extra steps in.
4. **Support fitness through memberships:** Support your employees' fitness by creating company sports clubs or offering gym memberships as part of your benefits programme to encourage exercise.
5. **Offer facilities that promote good habits:** Offering bike sheds, maintenance areas and shower facilities encourage employees to integrate good habits in and around their workday, rather than against it.
6. **Create fun incentives and challenges:** Team health challenges can motivate employees to commit and create long lasting behavioural changes to improve engagement and motivation.
7. **Provide training for managers and employees on the signs of stress and fatigue:** Make sure your team can spot the early signs of undue stress or fatigue to prevent later health issues.
8. **Offer a 24/7 GP Helpline:** Getting an appointment with a GP can be a nightmare and puts people off booking appointments. If you offer a 24/7 GP helpline as a benefit, it provides easier access to help when it's needed.





WORKPLACE WELLBEING CHECKLIST

To build a resilient workforce, employers need to focus on workforce wellbeing, helping your employees be happy and healthy. In return, an employer will benefit from high levels of staff morale and increased productivity to boost ROI.

Here is your workplace wellbeing checklist:

- 1. Train mental health first aiders:** Early intervention and support can be invaluable for someone who may be experiencing ill mental health.
- 2. Launch an employee wellbeing survey:** Measure various aspects of wellbeing by asking employees what they need so you can address underlying issues head on.
- 3. Promote safe working conditions and training:** Make sure to build and communicate a robust health and safety policy and provide up to date training that keeps you and your people compliant whilst promoting a positive health and safety culture.
- 4. Encourage greater collaboration:** Create regular cross-team activities or away days for better collaboration and prevent working in silo. Team away days help motivate employees and boost productivity.
- 5. Provide correct working stations:** Provide the essential support to prevent risk and injury whilst your employees are working. This could include ergonomic chairs or providing training on how to complete their responsibilities safely.
- 6. Provide your people with the tools and equipment they need:** Empower your people with the correct tools and equipment to complete their duties effectively. This can prevent them from being frustrated by wasted time or admin and should increase output.
- 7. Consider new technologies or processes:** Adopt new technologies that automate and remove manual processes to boost productivity, reliability and reduced operating costs across the organisation.

