

# WORKPLACE WELLNESS CHECKLIST

Key initiatives for promoting employee well-being and productivity.

☐ **Provide Mental Health Resources**

*Offer access to Employee Assistance Programs (EAPs), mental health hotlines, or counseling services.*

☐ **Encourage Regular Breaks**

*Promote a culture where employees are encouraged to take breaks, including walking or stretching throughout the day.*

☐ **Offer Flexible Work Schedules**

*Allow for flexible work hours or remote work options to support work-life balance.*

☐ **Promote Physical Activity**

*Organize fitness challenges, provide standing desks, or offer gym membership subsidies to encourage physical health.*

☐ **Create a Positive Work Environment**

*Foster a supportive and collaborative culture where employees feel valued and respected.*

☐ **Implement Mindfulness Programs**

*Provide opportunities for mindfulness training or stress management workshops.*

☐ **Promote Healthy Eating**

*Offer healthy snacks in the office and provide information on a balanced diet.*

☐ **Recognize Employee Achievements**

*Celebrate wins and achievements through recognition programs or informal praise.*

☐ **Support Financial Wellness**

*Offer financial planning workshops or access to resources that help employees manage their personal finances.*

☐ **Monitor Workplace Wellness Impact**

*Regularly assess the effectiveness of wellness initiatives through employee feedback and participation rates.*