

Workplace Wellbeing Audit

Organizational System

Organizational System

	Fully Implemented	Partially Implemented	Not Implemented	Notes
Organization mission, vision, goals, and strategic planning include and prioritize emotional/mental wellbeing.				
Uses a comprehensive approach to wellbeing and wellness that understands that inequity, discrimination, and microaggressions also impact mental wellness.				
Budgetary funds are allocated for emotional/wellbeing priorities.				
There is a multidisciplinary committee including employees and leadership advancing organizational emotional/mental wellbeing.				
There is an effective emotional/mental wellbeing promotion strategy in place that also accounts for remote and hybrid work, different locations, and employees with disabilities.				
Policies are evaluated annually using multiple sources of data to prioritize employee wellbeing.				
Mental health leave and an appropriate reintegration plan policy are implemented.				
A crisis plan exists, including suicide prevention and postvention.				

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Leadership + Culture

Leadership

	Fully Implemented	Partially Implemented	Not Implemented	Notes
There are designated members of leadership dedicated to leading and advancing emotional/mental wellbeing initiatives.				
Leaders are provided with regular training opportunities in identifying and preventing stress, burnout, and mental health concerns.				
Leaders thank staff and model gratitude to employees for their work and commitment.				
Organizational leadership uses and models a leading-with-empathy approach.				
A compassionate versus punitive approach is used to understand employee needs.				

Culture

	Fully Implemented	Partially Implemented	Not Implemented	Notes
Employees have ongoing opportunities to provide organizational feedback and offer insight for organizational practices.				
Employees complete regular check-ins to provide data on their experience.				
Work-life balance is taught and encouraged throughout the organization.				
There is a robust recognition and reward program.				
Staff work in a safe and healthy work environment.				
Staff have adequate breaks and opportunities for movement and light throughout the day.				

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Education & Awareness + Data Driven

Education & Awareness

	Fully Implemented	Partially Implemented	Not Implemented	Notes
Regular newsletters, resources, and mental health information are shared with staff.				
There is an Employee Assistance Program (EAP) for staff to access mental health services.				
Staff are provided with access to community emotional/mental wellness resources.				
Employees are provided with professional learning opportunities for mental health, stress, work-life balance, and coping skills.				
Peer support opportunities are available.				
There is a consistent and intentional communication plan to make sure all employees have access to and reminders of resources available to them without having to go to HR or a supervisor for access.				

Data Driven

	Fully Implemented	Partially Implemented	Not Implemented	Notes
Organizational wellbeing goals are data-driven.				
A variety of measurable metrics are established to evaluate the effectiveness of wellbeing initiatives.				
Wellbeing metrics are consistently collected and analyzed, and interventions are implemented according to data-driven needs.				
Metrics collected and analyzed include employee feedback as well as systemwide measures such as hours worked outside of the workday, mental health insurance claims, turnover rate, and rate of successful completion of wellbeing professional training, etc.				
A comprehensive action plan is developed and regularly updated using data-driven decision-making.				

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Results + Next Steps

In the modern world, prioritizing employees' emotional and mental well-being is more important than ever. There is a growing body of research supporting that a commitment to well-being has a positive impact not just for the employee but also on the organization. Some of the most notable employee benefits are improved mental and physical wellness, greater job satisfaction, improved morale, maximized performance, and a stronger work-life balance. Investing in emotional and mental well-being with integrity is proving to have a return on investment for organizations, including increased productivity, reduced healthcare costs, decreased turnover, higher profitability, and enhanced brand reputation.

What the results mean:

0-20 Starting -	We all have to start somewhere. Your workplace is just beginning or has not started to incorporate emotional/mental well-being into system practice. Share this audit with your leadership team. The first step is to create a dedicated multidisciplinary committee to advance this work. As you noticed from the audit, some of the implementation steps are easy and can be done quickly, while others will take more time to coordinate.
21-40 Progressing -	Congrats! Your workplace is in the midst of incorporating emotional/mental well-being into system practice. One of the biggest and most important steps at this stage is to make sure you have a robust assortment of data from various sources measuring individual and organizational well-being to help drive your next decisions.
41-60 Leading -	Outstanding! Your workplace has clearly prioritized and put in an intentional effort to improve workplace emotional and mental well-being. Your data collection should reflect your insights on the audit. At this stage, ensure that employee perception and satisfaction are reflected in the leadership assessment. Even the most dedicated organizations need to continue to make this a priority and adjust as needed.

Now what?

If you took this audit, odds are this is important to you whether you are an employee or leader. Here are your next steps:

1. Learn more about the benefits of prioritizing employee emotional and mental well-being, get a PDF of this audit, metrics for your organization to use, and additional resources at our website mymensana.com.
2. Share this audit with organizational leadership and have a conversation about what you're seeing and how you can help.
3. Convene a multidisciplinary team of employees and leadership to advance organizational emotional and mental well-being.
4. Gather and collectively analyze several different data sources that reflect individual employee workplace wellbeing as well as systemwide sources (see Learn More for metric examples).
5. Develop a sustainable 1-3-year action plan to advance your organization's workplace emotional and mental health.