

## Employee Wellness Checklist For Organisation Leaders

1. Assess :		
Assess the level of preparedness to get started by answering the following questions:		Yes/No
i.	Do you know the current demographics of your workforce in terms of - gender, age, medical history, number of dependents, status on vaccination	
ii.	Do you know what are the specific challenges faced by your employees in the area of wellness?	
iii.	Do you have any policies which support employee wellbeing?	
iv.	Do you have resources who can champion the cause of employee wellbeing?	
v.	Do you have a budget allocated for the cause of employee wellbeing?	

2. Identify		
Tick mark (☐) which of the following areas would your organisation like to focus on from an employee wellbeing perspective.		
i.	Occupational wellbeing - satisfaction derived from work and professional relationships	
ii.	Physical wellbeing - the need for weight control, rest, adequate sleep, exercise and nutrition	
iii.	Emotional wellbeing - ability to cope with ongoing events, thinking through responses, having coping mechanisms in place	
iv.	Financial wellbeing - finding solutions to financial problems, tax planning and supporting in making wise investments to secure the future	
v.	Digital wellbeing - being selective of exposure to the type of content and amount of time spent on a digital medium(s), screen time etc.	

3. Implement		
Answer the following questions :		Yes/No
i.	Have you developed new policies which will support employee wellness initiatives or programs?	
ii.	Are the procedures defined in the policy clear for employees to take benefit of the wellness policies?	
iii.	Are accountabilities in the new policies clearly defined?	
iv.	Have you made a list of initiatives or programs that can be undertaken to support your cause of employee well-being?	
v.	Have you created internal support groups that employees can reach out to?	
vi.	Do you have the communication tools to regularly promote your cause on employee well-being?	

4. Evaluate		
Answer the following questions :		Yes/No
i.	Have you put in place a monitoring mechanism to check the relevance and effectiveness of the well-being initiatives?	
ii.	Have you identified clear outcomes which you want to achieve for each of the initiatives or programs?	
iii.	Have you put in place a tracker to check budgets and spends on the initiatives?	
iv.	Have you developed impact assessment tools? (E.g. reduced turnover, increase in absenteeism, better customer reviews)	