

## Checklist for Mentally Healthy Workplaces

A mental-health-friendly workplace fosters employee well-being, reduces absenteeism, and improves overall engagement. The [Employer Assistance and Resource Network on Disability](#) uses “the four A’s” (awareness, accommodations, assistance, and access) to shorthand ways that employers can foster their [employees’ mental well-being](#). Use this checklist to assess and enhance your organization in the following key areas:

### Active Communication

- ☐ Regularly share information about the importance of mental health via company emails, newsletters, or meetings.
- ☐ Openly discuss mental health in meetings to normalize the topic and encourage cultural change.
- ☐ Highlight your organization’s commitment to well-being policies and their availability to employees.

### Workplace Campaigns

- ☐ Host periodic awareness events such as mental health days or wellness weeks.
- ☐ Encourage participation in external initiatives, such as Mental Health Awareness Month.

## 2. Accommodations

Adapt work environments and processes to support employees’ mental health needs.

### Flexible Work Arrangements

- ☐ Offer flexible working hours, remote work options, or hybrid models to help employees balance personal and professional demands.
- ☐ Encourage employees to define clear boundaries between work and personal time.

### Workspace Design

- ☐ Create access to quiet rooms, meditation spaces, or relaxation areas.
- ☐ Foster natural light and clean, comfortable environments.
- ☐ Provide tools such as noise-canceling headphones for busy or high-stress workplaces.

### Reasonable Adjustments

- ☐ Develop policies for making individualized accommodations, such as schedule modifications, task redistribution, or ergonomic support.
- ☐ Ensure ease of access to request accommodations without stigmatization.

### 3. Assistance

Provide resources and support systems for employees managing mental health concerns.

#### **Employee Assistance Programs (EAPs)**

- ☐ Offer confidential and readily accessible counseling, crisis intervention, and referral services.
- ☐ Actively promote EAPs so employees understand their benefits and availability.

#### **Mental Health Coverage**

- ☐ Ensure group health plans provide parity between mental and physical health services.
- ☐ Educate employees about accessing mental health benefits through company policies and insurance plans.

#### **Supportive Supervisory Practices**

- ☐ Encourage managers to hold regular check-ins with employees to assess workload, well-being, and challenges.
- ☐ Train supervisors on conducting empathetic and supportive conversations.

### 4. Access

Facilitate the availability of resources and tools for employees across all levels of the organization.

#### **Educational Opportunities**

- ☐ Provide regular training on stress management, resilience, and mental health literacy.
- ☐ Offer workshops or digital resources on self-care, mindfulness, and burnout prevention.

#### **Anonymous Support**

- ☐ Develop systems where employees can access support, such as mental health apps and hotlines, without disclosing personal information or mental health status.
- ☐ Use tools such as anonymous surveys to understand employee needs and measure the workplace's mental health climate.

#### **Inclusive Culture**

- ☐ Establish policies against mental-health-based stigma, discrimination, or harassment.
- ☐ Encourage leaders to share personal stories of mental health challenges to inspire openness.

#### **Community and Belonging**

- ☐ Encourage the formation of peer support networks or groups for employees to share experiences and provide mutual support.

- ☐ Make mentorship opportunities available to connect employees who want to discuss mental health openly.

## Continuously Calibrate

It's important to check in on whether your employees are actually using your mental health programs and support. Steps to do so include:

- ☐ Regularly measure and refine workplace mental health strategies using anonymous feedback channels or workplace health assessments.
- ☐ Share results and demonstrate a commitment to continuous improvement.
- ☐ Communicate your organization's vision of a mentally healthy workplace as part of its core values.