

Mental Health in the Workplace Checklist



Positive work environment

- Address bullying or harassment.
- Recognize and appreciate employees' hard work.
- Create social groups (E.g: Book Club, Tennis Club, and Fitness Club) within the organization where your employees can decompress, make friends, and have fun.

Train managers

- Train managers to spot changes in employees' behavior and performance. That could be an indication of mental health problems.
- Train managers to help struggling employees.

Organize fun and stress-relieving events

- Yoga and Meditation.
- Workshops on stress management, mental health, and other related topics.
- Team outings, holiday activities, arts and craft, and mental health therapy.

Share resources and materials

- Online resources with measurements that describe signs and symptoms of mental illness.
- Support lines, such as contact details of organizations that your employees can access right away if they caught themselves with suicidal thoughts, distress, or substance abuse.

Have a healthy work-life routine

- Have a dedicated place for your employees to have breaks - a well-stocked lunch room or quiet break room.
- Focus on the productivity of the employees rather than focusing on the number of hours they worked.
- Provide flexibility in their work hours.

Mental health benefits

- Arrange a health insurance plan that covers mental health and substance abuse coverage as well.
- Have designated mental health sick leave days.

