

Promoting Employee Mental Health

The following are ways to promote mental health in the workplace. When you provide clear work expectations and flexibility, as well as opportunities for growth and recognition, your employees will feel valued and are more likely to stay with your business longer.



Working Conditions:

- Offer flexible work arrangements.
- Be clear about tasks and work responsibilities.
 - Make sure job descriptions are current, clear and specific.
 - Discuss with employees how their work contributes to the organization.
- Assign manageable workloads.
 - Ask employees for input on how to better organize work load to meet deadlines.
 - Work with employees to develop realistic project goals and work plans.
- Balance work and personal life.
 - Establish company policies that help staff to:
 - ◊ fill childcare needs during school breaks
 - ◊ use telecommuting options to work from home if staff need to care for aging parents or sick children
 - ◊ remain accountable for their work if they cannot spend a full day in the office by working mornings or evenings from home



Growth Opportunities:

- Provide opportunities to learn and grow professionally.
 - Support development of interpersonal, emotional and job skills.
 - Create a mentor program that links new employees to experienced ones to nurture an environment of professional support.
 - Post jobs internally first.
- Involve employees in decision-making.
 - Discuss how their work fits into the decision-making process.
 - Give employees an opportunity to provide input and receive feedback.
- Recognize employee work achievements in a fair and timely manner.
 - Reward a team that works well together.
 - Celebrate important workplace anniversaries.
 - Make sure employees eat when they have to work overtime.
 - Host activities for all employees like a summer barbecue.
- Take opportunities to learn when possible.
 - Participate in a company mentor program.
 - Register for professional development workshops or courses.

 **Adapted from:** [Mental health in the workplace – Government of Canada](#)