

Workplace Well-Being Checklist

A Simple Reflection Tool for HR & Leadership Teams



Building a healthy workplace doesn't happen by accident.

This checklist helps you quickly reflect on how your organization supports employee well-being through an equity-centered, trauma-informed lens.

Use this as a conversation starter with your leadership or HR team.

Safety

- Employees feel safe speaking up about concerns.
- Policies addressing harassment and discrimination are clear and enforced.
- Leaders recognize signs of burnout and respond early.
- Workloads are realistic and regularly reviewed.
- Physical and virtual work environments feel safe and accessible.

Trustworthiness

- Leadership communicates openly about decisions and change.
- Roles and expectations are clear.
- Employees understand how decisions are made.
- Feedback is gathered regularly — and action follows.
- Organizational values are reflected in daily practice.

Choice

- Employees have flexibility when possible in how and where work gets done.
- Policies support work-life balance.
- Time off and wellness resources are accessible.
- Supervisors consider individual needs when setting expectations.
- Mental health and well-being are openly discussed and normalized.

Collaboration

- Employees are invited into decision-making processes.
- Diverse perspectives are actively encouraged.
- There are clear channels for raising concerns.
- Meetings allow space for all voices.
- Cross-team collaboration is supported.

Empowerment

- Professional development opportunities are available.
- Performance conversations focus on growth, not just evaluation.
- Employees are recognized for their strengths and contributions.
- Advancement opportunities are equitable and transparent.
- Well-being is valued alongside productivity.

If you found gaps, uncertainty, or inconsistencies — you're not alone.

Creating a workplace that supports safety, trust, and well-being requires intentional systems and leadership alignment.



Schedule a free EC-TIC Workplace Readiness Conversation with CHCM.

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