

## Possible actions to support a healthy workplace

### Corporate Commitment for 2018-19: Promoting a Healthy Workplace

Executives are to continue to demonstrate their commitment to promoting a healthy workplace, with a continued focus on supporting the [Federal Public Service Workplace Mental Health Strategy](#) and a new emphasis on the implementation of organization-specific initiatives to prevent harassment and discrimination in the workplace.

*This is not intended to be a list of the only actions that could be undertaken to meet the corporate commitment related to promoting a healthy workplace, but rather ideas to inspire action that would be relevant and appropriate in your context.*

1. Build awareness on how to reduce mental health stigma and create a psychologically healthy and safe workplace by including mental health on the agenda for staff meetings. A series of resources – [videos, presentation slides and supporting materials](#) -- are available. (Links to additional resources are available at the end of this document.) Schedule time with your team to discuss and explore the issues.
2. Start your bilateral meetings with your direct reports by checking in to how they are doing, rather than with work updates. Signal that taking care of self comes first. Take the time to know your team members.
3. Plan and engage in opportunities to build trust and collaborative relationships with your peers. Getting to know each other through less formal exchanges (team building activities, coffee meetings, etc.) can support collaboration in the future.
4. Organize a special meeting or invite a speaker from the [Federal Speakers Bureau on Mental Health](#) to a team meeting to speak to the issues of mental health. Focus on identifying the [Psychosocial Risk Factors](#) in your workplace and actions to address them.
5. Some organizations have adopted the ["Not myself today"](#) campaign. This workplace mental health initiative helps build greater awareness, reduce stigma, and foster safe and supportive cultures. If it is available, take advantage of it.
6. Take Mental Health training to help you learn how to effectively recognize and manage mental health related issues in the workplace.
7. Include [Mental Health First Aid](#) or other [Learning/Training opportunities](#) in the learning plans for the managers who report to you. Provide them with the time to take the training.
8. Build your own [Action Plan for stress strategies](#) using a tool available on the [Stress Strategies](#) website.
9. Plan team activities where employees contribute outside their usual roles that focus on a common objective; where everyone can roll up their sleeves to get something done.

10. Break the pattern of sending and expecting that emails are replied to outside office hours. Be explicit about this – make this commitment at a team meeting. Then, act on it.
11. Consider how and what work is assigned to your team; and how work is prioritized. Aim to distribute work equitably; set priorities clearly; and that timelines are doable.
12. Build your understanding of what constitutes [harassment](#) and share this insight with your team and colleagues.
13. Be the example and commit to one [Take your Break](#) activity per week. Encourage team members to also make a similar commitment, maybe by sharing a weekly challenge.
14. Start or join a walking club – walk 30 minutes a day. Challenge your team to make the commitment with you.
15. Organize a workplace Wellness Challenge inviting employees to participate in fun and healthy activities that encourage healthier lifestyles.
16. When possible, plan walking meetings to reduce time sitting each day. Aim for one walking meeting per week. If your organization has them, book a walking workstation once a week.
17. Increase the level of respect in our offices. Consider a discussion of "[Civility Matters! – an evidence-based review on how to cultivate a respectful public service](#)" and share the "[Civility Matters](#)" infographic.
18. Self-awareness is key. Consider how your actions are affecting others; consider how you are affected by others; ask staff and others informally during bilateral meetings, and / or through use of formal 360 feedback, about your performance and impacts.
19. Additional resources:
  - [Government of Canada Mental health and wellness](#) site
  - [Mental Health Guide in the Workplace \(National Managers Community \(NMC\) website\)](#)
  - [Mental Health Commission of Canada \(including a video series\)](#)
  - [Resources for managers for mental health in the workplace](#)
  - Healthy Workplace Month: [Healthy Activity Ideas](#)
  - [Healthy Minds @ Work](#)
  - [City of Ottawa Employee Assistance Program videos](#)
  - [eMentalHealth.ca](#) (services, help & support by community)
  - [Supporting Employee Success: A Tool for Planning Accommodations](#)
  - [CSPS Mental Health Training](#)
  - [CSPS Videos](#)
    - [Mental health and Healthy and Respectful Workplaces](#)
    - [Sue Spooner: Mental Health](#)
  - [Video Testimonial: You Are Not Alone \(Shared Services Canada\)](#)
  - [Awareness Session on Mental Health in the Workplace \(Shared Services Canada\)](#)

- Shared Services Canada Mental Health Ambassador Community of Practice:
  - [Presentation to EX and manager Networks](#)
  - [Terms of Engagement for Community of Practice](#)
  - [Mental Health Ambassador Role](#)
  - [Application Form](#)
  - [Commitment Agreement](#)
  - [Manager Consent Form](#)

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