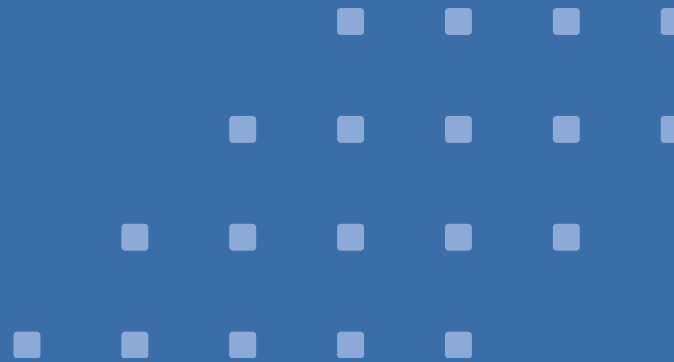Kapnick Strive

Workplace Well-Being

Guide and Workbook

Kapnick

The Case for Workplace Well-Being

> "Life is a struggle, but my work has offered me the possibility of overcoming so many of my challenges and the chance to better myself. Not just for me, but for my family!
>
> *-Kapnick Strive Participant*

> "Having a [well-being] program tailored to my lifestyle was the first time I felt like I could actually live a healthier life"
>
> *-Kapnick Strive Participant*

Prioritizing a holistic approach to well-being in the workplace is essential to building a healthy workforce and population.

When employees begin work for the day, the stressors and responsibilities of their personal lives are not left at the door. Alongside managing concerns at home, limited autonomy at work, long commutes, heavy workloads, low wages, and more work-related challenges add to stressors that impact health and productivity.

Experiencing chronic stress, burnout, and feeling undervalued at work leads to an observable impact on employee retention, engagement, and health.

Creating a culture of well-being is important.
It's been proven to:

- **REDUCE CHRONIC HEALTH RISKS**

- **CONTAIN MEDICAL EXPENSES**

- **POSITIVELY IMPACT WORKPLACE SAFETY**

- **INCREASE PRODUCTIVITY, ENGAGEMENT, AND RESILIENCE**

- **ATTRACT AND RETAIN TALENT**

This guide and workbook is intended for employers to ignite meaningful conversations around improving employee well-being. The following pages will describe best practices in employee well-being. This guide also includes worksheets and reflection questions to provide opportunities for employers to reflect on current workplace well-being initiatives and identify existing gaps. We encourage organization leadership and employee representatives to discuss reflection questions together.

Best Practices

The following best practices in employee well-being are categorized into eight unique but interconnected dimensions. For an opportunity to align your current workplace initiatives with these dimensions, see the next page.

Social Support

- Create trusted relationships among employees and leadership
- Facilitate opportunities for teamwork and collaboration
- Plan events and designated times for social connection

Training, Education, and Mentorship

- Send employees to industry events, seminars, or webinars
- Create thoughtful mentorship programs
- Implement cross-department trainings
- Develop skills with online courses and certifications

Financial Security and Comfort

- Ensure employees receive a living wage
- 401K match and profit sharing
- Open-book management
- HSA contributions
- Offer financial advising and education

Inclusion and Belonging

- Develop diversity, equity, and inclusion (DEI) programs and policies
- Recognize holidays from all cultures
- Promote pay equity
- Track DEI progress over time

Physical Safety and Health Promotion

- Prioritize workplace safety
- Enable adequate rest for employees
- Offer health screenings
- Provide tools for chronic disease management
- Incentivize engaging in physical activity

Emotional and Mental Health

- Normalize discussions about mental health
- Create boundaries between work and non-work time
- Offer an employee assistance program
- Make schedules flexible and predictable
- Improve access to paid leave

Building Culture and Community

- Engage in community events
- Provide volunteer time off
- Create a culture of recognition and gratitude

Occupational Growth

- Offer clear pathways for employees to advance their careers
- Provide feedback regularly
- Offer rewards and recognition for growth

Workplace Well-Being Wheel

Kapnick Strive

Building Culture and Community

Training, Education, and Mentorship

Inclusion and Belonging

Social Support

Financial Security and Comfort

Physical Safety and Health Promotion

Emotional and Mental Health

Occupational Growth

Notes:

Reflection Questions for Employers

How can we create respectful, friendly working relationships between colleagues?

Social Support

What opportunities for social connection can we build into existing meetings?

Social Support

What would it look like to ensure a sustainable, living wage for all of our employees?

Financial Security and Comfort

How might we more transparently share our organization's financial standings with employees?

Financial Security and Comfort

What tools have we seen other employers use to help employees manage chronic disease and/or improve health?

Physical Safety and Health Promotion

How much room for rest is there in our current work schedules and workplace? How do we know if it is enough?

Physical Safety and Health Promotion

Reflection Questions for Employers

How are we engaging and connecting with our surrounding community?

Building Culture and Community

What platforms do we have to recognize and express gratitude for our coworkers?

Building Culture and Community

What roles could mentors play in our workplace?

Training, Education, and Mentorship

How can we provide equitable opportunities for continuing education to all employees?

Training, Education, and Mentorship

How does our workplace prioritize DEI initiatives?

Inclusion and Belonging

How would we know if an employee was not feeling included or safe at work?

Inclusion and Belonging

Reflection Questions for Employers

Does leadership in our workplace model healthy behaviors and boundaries?

Emotional and Mental Health

How do we ensure that our employees have an adequate work-life harmony?

Emotional and Mental Health

What barriers might be limiting our employees' growth?

Occupational Growth

What ways do we provide valuable feedback to our employees?

Occupational Growth

How much are we investing (money, time, etc.) into the health and wellness of our employees?

Overall Well-being

Where does employee well-being fall on our ladder of priorities?

Overall Well-being

Goal-Setting Exercise

After identifying gaps in your current wellness offerings and reflecting on the various dimensions of employee well-being, we encourage you to work together to set four achievable, measurable goals to improve the well-being of your employees.

GOAL ONE

Within the next three months

We will _____

How will we accomplish this?

What barriers might get in our way?

How would we realistically overcome those barriers?

GOAL TWO

Within the next year

We will _____

How will we accomplish this?

What barriers might get in our way?

How would we realistically overcome those barriers?

Goal-Setting Exercise

GOAL THREE

Within the next five years

We will _____

How will we accomplish this?

What barriers might get in our way?

How would we realistically overcome those barriers?

GOAL FOUR

Within the next ten years (structural/organizational changes)

We will _____

How will we accomplish this?

What barriers might get in our way?

How would we realistically overcome those barriers?

Notes:

Notes: