Employee wellbeing checklist

Everything you should have in place for a healthier and more productive workplace

Use this checklist to see if you've got the wellbeing foundations in place and spot any gaps that could be costing you in morale, performance, and retention.

1. Work-life balance and flexibility

Clear policies on flexible working, hybrid options, or adjusted hours

Encourage people to take annual leave and switch off

Set realistic workloads and role expectations

No culture of long hours or 'always on' communication

Why it matters:
Work-life balance is linked to lower absence rates, higher engagement, and better mental health.

2. Mental health and emotional support

Regular manager check-ins that focus on wellbeing

Clear signposting to support (EAP, mental health first aiders)

Access to Occupational Health when necessary

Train managers in early intervention conversations

Support and consistent mental health absence process

3. Managing leave and absences

Simple, fair, well-communicated absence policy

Clear reporting steps for short-term absence

Return-to-work interviews after every absence

Managers understand fit note process

Adjusted triggers where disability or long-term conditions apply

Consistent record-keeping and follow ups

Why it matters:
Managing and understanding absences can help you support your team and reduce further time off.

4. Professional growth and development

Regular 1:1 s and meaningful performance conversations

Fair access to training and development

Pathways for progression or upskill

Supportive onboarding and probation processes

Why it matters:
Making your employees feel valued and like they're progressing drives wellbeing and engagement.

5. Work culture and communication

Leaders model health, respectful behaviour

Train managers to communicate clearly and constructively

Zero tolerance for bullying or harassment

Open channels for feedback and ideas

Include wellbeing in regular team meetings

6. Leadership confidence and consistency

Clear policies on flexible working, hybrid options, or adjusted hours

Encourage people to take annual leave and switch off

Set realistic workloads and role expectations

No culture of long hours or 'always on' communication

Final check – are you wellbeing ready?

Do your people feel safe, supported, and able to speak up?

Are your managers confident in handling wellbeing conversations?

Are your policies clear, up to date, and actually followed?

Are you spotting issues early instead of reacting late?

Citation – here to help

Feeling unsure about whether your workplace has everything in place to support employees? We support businesses every step of the way, from employee assistance programmes to workplace policies and documentation. Our HR and Employment Law experts are here to help.

Citation