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Wellness Action Plan (WAP)

A Wellness Action Plan (WAP) is a useful tool to enable employers to better understand an employee’s needs and experiences through open dialogue. This can in turn lead to greater productivity, better performance, improved attendance and increased job satisfaction.

Where a WAP is appropriate in order to support an employee, it will cover a minimum period of 12 weeks. The focus of the WAP is to move from reactive management of sickness absence to a more proactive and supportive approach by promoting wellbeing and improving employee engagement.

Considerations when developing a WAP

It is important to note the WAP will be most effective when both employer and employee engage with it fully.

Questions an employee may be asked when developing their personal WAP:

* What approaches will you take, and what behaviours can you adopt to support your mental wellbeing?
* What are the early warning signs of poor mental health that your manager or supervisor can look out for?
* Are there any workplace triggers for poor mental health or stress?
* Is there any potential for poor mental health to have an adverse impact on your performance?
* What support do you need from your line manager?
* What actions and positive steps will you and your manager take if you are experiencing stress or poor mental health?
* Is there anything else that you feel would be useful in supporting your mental health?

A timeframe should be agreed to review the WAP and any support measures that have been put in place to ensure that they are effective and having a positive impact, along with regular check-ins. The WAP may be extended, if agreed.

In addition to providing support for the employee the WAP should also facilitate the achievement of expected attendance requirements and may, if appropriate, identify further reasonable adjustments. The WAP may run alongside an informal or formal sickness absence monitoring period or process, which will have identified specific attendance expectations. Alternatively, the WAP may be an informal means of supporting an employee to improve their attendance or performance without the need for informal or formal processes.

Confidentiality

The WAP is a confidential document that should be held securely by the manager or supervisor. Where a WAP is in place, consent should be requested from the employee before it can be shared with the employer’s Occupational Health provider as part of an Occupational Health referral.

Wellness Action Plan Template

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| *This form is to be completed by the employer and employee during initial wellness meeting.* |
| What helps you stay mentally healthy at work?  (For example, but not limited to, taking an adequate lunch break away from your desk, getting some exercise before or after work or in your lunchbreak, light and space in the office, opportunities to get to know colleagues) |
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| **What can your manager do to proactively support you to stay mentally healthy at work?**  (For example, but not limited to, regular feedback and catch-ups, flexible working patterns, explaining wider organisational developments) |
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| Are there any situations at work that can trigger poor mental health for you?  (For example, but not limited to, conflict at work, organisational change, tight deadlines, something not going to plan) |
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| How might experiencing poor mental health impact on your work?  (For example, but not limited to, finding it difficult to make decisions, struggling to prioritise work tasks, difficulty with concentration, drowsiness, confusion, headaches) |
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| Are there any early warning signs that we might notice when you are starting to experience poor mental health?  (For example, but not limited to, changes in normal working habits, withdrawing from colleagues) |
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| What support could be put in place to minimise triggers or help you to manage their impact?(For example, but not limited to, extra catch-up time with your manager, guidance on prioritising workload, flexible working patterns, consideration of reasonable adjustments) |
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| Are there elements of your individual working style or temperament that it would be helpful for your manager to be aware of?  (For example, but not limited to, a preference for more face to face or more email contact, a need for quiet reflection time prior to meetings or creative tasks, negotiation on deadlines before they are set, having access to a mentor for questions, clear deadlines if you have a tendency to over-work a task, tendency to have particularly high or low energy in the morning or in the afternoon) |
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| If we notice early warning signs that you are experiencing poor mental health, what should we do?  (For example, but not limited to, talk to you discreetly about it, contact someone that you have nominated to be alerted) |
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| What steps can you take if you start to experience poor mental health at work? Is there anything we need to do to facilitate these?(For example, but not limited to, taking a break from your desk and going for a short walk, or asking your line manager for support) |
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| Is there anything else that you would like to share? |
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| Employee Signature |  |
| Date |  |
| Employer Signature |  |
| Date |  |
| Date to be reviewed |  |