

## Employee Wellbeing Committee Checklist

An Employee Wellbeing Committee can help inform leadership on steps it can take to improve engagement, belonging, inclusion, psychological safety, and overall wellbeing of staff, as well as recruitment and retention efforts. The staff committee is charged with surveying employees about needs and wants, researching options to meet those needs, and making recommendations grounded in best practices.

Here are a few considerations for developing an employee wellbeing committee:

- Survey your employees to see what they want/need.
- Know your “why”—what do you want the committee to achieve?
- Determine how you’ll measure the committee’s success.
- Task the committee with responsibilities.
- Give the committee guidance on proposing well-informed recommendations.
- Create reporting lines from the committee to executive leadership.
- Create a robust communication strategy so staff are regularly updated on the committee’s work.
- Offer incentives for staff to participate on the committee.