

## Sample memo to managers championing a healthy workplace

Dear Managers:

Bottom-line profitability is a benchmark of business and can be measured in dollars and cents. But some things in the workplace are not so easy to measure. For example, take workplace wellness. How do you know what impact your department's total days off have on productivity? On the department's profitability? And on the company's profitability?

In fact, you are responsible for ensuring that your department is regarded as a healthy workplace in the same way you are responsible for ensuring a certain level of profitability. The company has invested considerable financial resources in programs designed to help prevent mental health issues from developing, and in helping employees understand how to seek treatment for themselves – and fellow employees – if certain problems do develop. The company has also invested in programs that can help you deal with employees who have been absent because of mental health issues and help make their return to work as smooth as possible.

I urge you to take advantage of these programs and other resources and to motivate employees in your department to take advantage of them as well. Use the knowledge and resources to create an environment where all employees can be productive and well. To encourage you, we will offer all managers that show initiative and success in this area, an incentive to do so. In the near future, we will meet to discuss the specific rewards you may be eligible to receive.

Mental health affects us all. It also affects the company.

Sincerely,

President and CEO