

Code of Practice on Workplace Stress

Healthy organizations should be committed to the following practices to keep stress at reduced levels in the workplace. However, this is not an assessment tool. To address workplace stress systematically, organizations must commit to a continual process of assessment, policy development, and evaluation.

By signing this Code of Practice, our organization agrees in principle to strive towards the following practices. While it may not be possible or practical for us to embrace all of these practices, we are committed to the principles they reflect. We agree to strive to strengthen those practices which we are already carrying out and to develop our practices in those areas which we are lacking.

Job Design

1. Job descriptions are clear and accurate.
2. Pay is fair and provides a living wage.
3. Rest breaks are built in to the day and used.
4. Adequate resources are available to do the work.
5. Everyone has a say in deciding how their work is done.
6. Learning new skills is supported.
7. Health and safety hazards such as chemicals, noise and work station design are identified and controlled.

Workload

8. Workload expectations are reasonable.
9. Workload distribution is fair.
10. Overtime is voluntary.
11. Additional work can be turned down.

Work-Life Balance

12. Work arrangements such as flexible hours and compressed work weeks are available.
13. Adequate notice of shift schedules is provided.
14. Voluntary job sharing and voluntary reduced work hours are available.

(over...)

15. Holidays can normally be taken when requested.
16. Sick time can be used for the illness of family members.

Management

17. A policy on discrimination and harassment is in place and followed.
18. Workplace conflicts are identified and resolved in a timely and constructive manner.
19. A system of regular two way communication between management and workers is practised through regular staff meetings, one on one meetings, etc.
20. Employees are involved in the development of new programs and policies.
21. Advance notice is given for changes that affect someone's work.
22. Useful feedback on performance is given regularly.
23. Recognition is given for the level of effort put out for the job.

Support

24. Confidential counselling is available for those suffering from workplace stress.
25. Working conditions or practices can be altered to help someone suffering from stress.

Our organization agrees in principle to strive towards the above practices contained in the Workplace Stress Initiative's Code of Practice.

Signed:

signature

date

print name

position

organization

Permission is granted for our organization's name to appear on the letterhead of the Workplace Stress Initiative:

- Yes
- No