

Template Letter: Introducing Guarding Minds at Work

This is a template letter that you can use to introduce Guarding Minds at Work to your employees. Feel free to modify content as needed and/or place on your company letterhead.

One of [COMPANY NAME'S] important goals is to maintain a healthy workplace for all employees. We recognize that our employees are our most valuable asset. Paying attention to employee well-being helps individual employees, and also strengthens the organization as a whole.

As part of this goal, [OWNER/CEO/BOARD/SENIOR MANAGEMENT TEAM], in partnership and consultation with [UNION/HUMAN RESOURCES/OCCUPATIONAL HEALTH AND SAFETY], enthusiastically announce that [COMPANY NAME] will be implementing Guarding Minds at Work.

Guarding Minds at Work is a unique, evidence-based, comprehensive set of resources designed to effectively assess and address psychological health and safety in the workplace. **A psychologically healthy and safe workplace is one that promotes employees' psychological well-being and actively works to prevent harm to employee psychological health due to negligent, reckless or intentional acts.** The focus is not on individual employees' health status but rather on organizational factors. If you are interested in obtaining more information about Guarding Minds at Work, please go to www.guardingmindsatwork.ca.

Implementing Guarding Minds at Work includes a number of steps:

1. Organizational Review

This is an internal review that will help us evaluate how our organization is doing in terms of psychological health and safety. You may be contacted to participate. Further information will be available through [STAFF MEETINGS | NEWSLETTERS | E-BLASTS].

2. Survey

A critical component involves consulting employees to identify strengths and weaknesses of the organization and to gather ideas for creating and implementing solutions. We will encourage you to complete the Survey.

3. Action Plan

The actions selected will follow from the results of the Organizational Review and the Survey. We will evaluate the undertaken interventions over time to ensure they are effective and take corrective action where needed.

Over the next few weeks, you will receive more information on implementing Guarding Minds at Work and details on how you can become involved. Please do not hesitate to contact [NAME/TITLE/NUMBER/EMAIL] if you have any questions.

With best regards,

[SIGNATURE]

[NAME/TITLE]