## **Stress at work policy template**

[organization name]:  
Stress at Work Policy

### **Introduction**

[Organization name] is committed to providing a healthy and productive work environment for all employees. This policy aims to identify and manage stressors in the workplace, promoting well-being and reducing the risk of work-related stress.

### **Scope**

This policy applies to all employees, contractors, and temporary workers engaged by [organization name]. It covers all work-related activities, including those performed on company premises, during working hours, or while traveling for business purposes.

### **Responsibilities**

Employees are responsible for:

* Identifying and reporting any stress-related concerns or symptoms to their supervisor or HR representative.
* Taking proactive steps to manage stress, such as practicing self-care, seeking support from colleagues or professionals, and prioritizing tasks and deadlines.
* Participating in training and development programs aimed at preventing and mitigating stress.
* Supervisors are responsible for:
* Creating a positive work environment that supports employee well-being.
* Encouraging open communication about stress and related issues.
* Providing resources and support to help employees manage stress effectively.
* Reporting any stress-related concerns or incidents to HR for further action.
* HR representatives are responsible for:
* Developing and implementing this policy in consultation with employees and senior management.
* Providing guidance and support to employees and supervisors on managing stress.
* Monitoring and evaluating the effectiveness of this policy regularly, making adjustments as needed.

### **Identification and assessment of stressors**

[Organization name] recognizes that work-related stress can arise from various sources, including heavy workloads, tight deadlines, lack of resources or support, conflicts with colleagues or management, and personal factors such as health problems or family responsibilities. To identify and assess potential stressors, we will:

* Conduct regular risk assessments of the workplace, taking into account individual jobs, work environments, and organizational factors.
* Consult with employees and employee representatives to gather their input and perspectives on stressors in the workplace.
* Review absenteeism rates, employee engagement surveys, and feedback from staff and management to identify areas for improvement.

### **Measures to prevent and mitigate stress**

To promote a positive work environment and reduce the risk of work-related stress, [organization name] will implement the following measures:

* Provide training and development programs aimed at improving time management, communication skills, conflict resolution, and stress management techniques.
* Encourage regular breaks and physical activity during working hours.
* Offer access to counseling services or employee assistance programs (EAPs) for employees experiencing stress-related concerns or symptoms.
* Foster open communication between employees and management, encouraging constructive feedback and suggestions for improving work processes and practices.

### **Reporting and managing stress**

Employees who experience stress-related concerns or symptoms should report them to their supervisor or HR representative promptly. We encourage employees to discuss any issues related to stress, including its impact on their work performance, attendance, or well-being. In response, we will:

* Provide appropriate support and accommodations to help employees manage stress effectively.
* Refer employees to relevant resources, such as counseling services, flexible work arrangements, or other forms of support.
* Monitor and review the effectiveness of these interventions regularly, making adjustments as needed.

### **Monitoring and evaluation**

[Organization name] will monitor and evaluate this policy's effectiveness regularly, using metrics such as absenteeism rates, employee engagement surveys, and feedback from staff and management to identify areas for improvement. We will update the policy periodically to reflect changes in the workplace or new research findings, ensuring that it remains relevant and effective in promoting a healthy and productive work environment.

### **Conclusion**

By implementing this stress at work policy, [organization name] demonstrates its commitment to creating a positive work environment that supports employee well-being. We believe that by working together, we can reduce the risk of work-related stress and foster a culture of respect, trust, and open communication.

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