Workplace Mental Health Survey

The Workplace Mental Health Survey is a tool you can use to gain a better understanding of how your organization supports employee mental health. The survey helps you assess your organization's existing mental health benefits, programs, and policies and inform initiatives. The survey includes questions that cover four benchmarks:

- **Workplace Culture**: Do leaders raise awareness about mental health? What resources and policies does your organization dedicate to mental health?
- **Employee Benefits**: Does your benefit package address employee mental health? What are your paid leave policies?
- **Training and Education**: Do you provide leaders, managers, and employees with the knowledge and skills they need to understand mental health issues?
- **Equity and Accessibility**: How fair and inclusive are your policies, programs, practices, and benefits?

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MHA
Mental Health America

Employer Demographics

Location

Organization Name

Website

Phone Number

Address 1

Address 2

City

State

Zip Code

Contacts

Primary Contact Name

Secondary Contact Name

Primary Contact Position

Secondary Contact Position

Primary Contact Phone

Secondary Contact Phone

Primary Contact Email

Secondary Contact Email

Number of Employees

Total including full time, part time, & contractors

Part time (less than 50% time)

Full time (more than 50% time)

Contingent Workers (e.g. Contracted, Temporary, Seasonal, Freelance, Consultants)

Number of Employees by Gender

Female

Nonbinary

Male

Number of Employees by Age

<21 years of age

50-65 years of age

21-29 years of age

>65 years of age

30-49 years of age

Description

What industry does your organization identify with?

○ Accommodation and food service

○ Health care

○ Administration and support

○ Information technology

○ Agriculture

○ Manufacturing

○ Art, entertainment, and recreation

○ Outdoor industry (private company/brand)

○ Construction

○ Outdoor industry (non-profit, conservation, advocacy)

○ Education

○ Retail and wholesale

○ Government

○ Transportation

Is your business at least 51% owned, controlled, and actively managed by any of the following?

- [ ] Minority Person(s)
- [ ] Woman/Women
- [ ] LGBTQ(s)
- [ ] Veteran(s)
- [ ] Disabled Person(s)
- [ ] None of the Above

Motivation for organizational commitment to health and safety.

Please select the primary reasons for prioritizing workplace health, safety, and well-being.

- [ ] To improve the health of our employees and their families
- [ ] To decrease absenteeism
- [ ] To improve employee morale
- [ ] To increase employee retention
- [ ] To enhance productivity
- [ ] Other:
- [ ] To contain costs

Workplace Culture

Workplace culture is defined by leadership, resources, policies, and practices that support employee health, safety, and well-being.

Strong leadership is critical to establishing and supporting a culture for employee health and safety. Leadership includes roles (owners, senior executives, managers) that contribute to the oversight and management of your organization.

Please indicate to what extent you agree or disagree with the following statements:

	Strongly agree	Somewhat agree	Neutral	Somewhat disagree	Strongly disagree
Leaders at our organization support employee mental health in various ways (i.e. they talk openly about mental health, they share mental health resources, they listen to employee mental health issues)	○	○	○	○	○
Leaders at our organization model a healthy balance between work and personal life	○	○	○	○	○
Leaders at our organization encourage employees to practice a healthy balance between work and personal lives	○	○	○	○	○

Does your organization dedicate any of the following resources to workplace mental health? Check all that apply.

- [ ] Staff time to coordinate mental health initiatives (i.e. benefits, resources, education, services)

- [ ] Paid time for staff to participate in mental health education and training

- [ ] Budget for mental health programs, education, and resources

- [ ] Community resources for mental health services (i.e. community mental health services, crisis hotlines, online screening tools)

- [ ] Awareness campaign (i.e. World Mental Health Awareness Day on Oct. 10, Mental Health Awareness Month in May)

- [ ] Vendor services (i.e. virtual platform for mental health services, apps focused on mental well-being

- [ ] Other: _____

- [ ] None of the above

Formal (written) policies establish boundaries, guidelines, and best practices within an organization.

Does your organization have any of the following policies and practices that reflect care and concern for employees? Check all that apply.

- [ ] Conducting regular and on-going check-in meetings and receiving guidance from leadership/supervisor

- [ ] Setting clear and realistic expectations and responsibilities for employees

- [ ] Providing open-door* and flexible policies

- [ ] Helping employees fill out FMLA* forms for a mental health leave

- [ ] Providing flexible return-to-work policies after a mental health leave

- [ ] Other: _____

- [ ] None of the above

*Open-door policy: Leadership being accessible to employees to discuss duties, salaries, team member relationships, and/or perceptions about the company.

*FMLA: Family and Medical Leave Act entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons.

Employee Benefits

Employee benefits contribute to the overall well-being of an employee and may include health insurance, life insurance, paid vacation, flexible work schedules, and workplace perks.

Does your organization's medical plan include benefits for both physical and mental health?

- ⦿ Yes
- ⦿ No

Does your organization pay to offer medical plans (health insurance) to any of the following groups? Check all that apply.

- ☐ Employee
- ☐ Employee + Spouse/Partner
- ☐ Employee + Child(ren)
- ☐ Family
- ☐ Our organization does not pay to offer any medical plan benefits

Does your organization pay to provide access to an employee assistance program (EAP)?

- ⦿ Yes
- ⦿ No

Do employees at your organization have access to the following mental health resources through your medical plan, EAP, and/or community providers? Check all that apply.

- ☐ Free screening tools for depression, anxiety, substance use/abuse, PTSD, or other mental health concerns
- ☐ Initial assessments of a mental health issue/concern
- ☐ Short term counseling or therapy
- ☐ Referrals to appropriate mental health services/treatment
- ☐ Post-mental health treatment monitoring
- ☐ Low cost (or free) mental health service/treatment options without referral requirements
- ☐ Digital mental health tools (i.e. online programs, mobile phone apps, wearables, etc.)

☐ Return-to-work* assistance

☐ Other: [_____]

☐ None of the above

*Return-to-work allows employees to return to employment at the earliest date following injury/illness providing necessary accommodations to assist with the transition back to work.

Does your organization have the following groups of employees? Check all that apply.

☐ Salaried

☐ Hourly

Does your organization offer any of the following types of paid time off? Check all that apply.

	Offered to Salaried Employees	Offered to Hourly Employees
Paid Holidays	☐	☐
Paid Vacation Time	☐	☐
Paid Sick Leave (that can be used for mental health)	☐	☐
Paid Time Off Bank (combined vacation time & sick leave)	☐	☐
Paid Parental Leave (maternity, paternity leave)	☐	☐
Paid Family Leave (caregiver leave)	☐	☐
Paid Bereavement Leave (funeral leave)	☐	☐
Other: [_____]	☐	☐

Does your organization offer any of the following to support employees? Check all that apply.

☐ Family assistance programs*

☐ Wellness incentives

*Family assistance programs support employees and/or their families during times of critical need and can include access to assistance with food, housing, childcare services, etc.

- [ ] Financial education

- [ ] Recovery-friendly workspaces*

- [ ] Peer support services (onsite, offsite, or telehealth support groups)

- [ ] Professional development opportunities (i.e. student-loan repayment, travel stipends, continuing education, etc.)

- [ ] Other: _____

- [ ] None of the above

Recovery-friendly workspaces support the positive impacts of recovery from substance use disorders and are willing to work intentionally with people in recovery.

Flexible work arrangements give employees greater scheduling freedom in how they fulfill the obligations of their position. This can include mental health days for burnout or stress, time off to care for a family member experiencing a mental health crisis, or flexible work hours during the day to attend therapy/support groups.

Does your organization offer flexible work arrangements based on the nature of the job?

○ Yes   ○ No

Education and Training

Providing leadership, managers, and employees with knowledge and skills in mental health and well-being supports personal and organizational growth for positive workplace culture and applied practices.

How often does your organization offer training/educational programs on mental health? Check all that apply.

- [ ] At on-boarding

- [ ] 1-2 times/year

- [ ] Quarterly

- [ ] Monthly

- [ ] We do not currently offer any training/education programs on mental health

Does your organization provide education or training to all employees on any of the following topics? Check all that apply.

- [ ] Mindfulness

- ☐ Emotional Intelligence
- ☐ Self-care
- ☐ Resiliency
- ☐ Nutrition/Sleep/Physical health
- ☐ Depression and/or anxiety
- ☐ Suicide prevention
- ☐ Substance use/abuse
- ☐ Mental Health First Aid*
- ☐ Other: _____
- ☐ None of the above

Mental Health First Aid is a national program to teach the skills to respond to the signs of mental illness and substance use.

Does your organization provide education or training to managers/supervisors on any of the following topics? Check all that apply.

- ☐ Understanding and supporting mental health concerns among employees/staff
- ☐ Mental health crisis management
- ☐ Stress management (i.e. understanding workplace stressors and signs of burnout)
- ☐ Understanding mental health benefits, policies, and guidelines
- ☐ Other: _____
- ☐ We do not currently offer any training/education to managers/supervisors on mental health

Does your organization conduct surveys at least once per year asking questions to assess employee mental health and overall well-being?

○ Yes　　　○ No

Does your organization provide follow up to annual mental health surveys to support employee access to mental health services and resources?

○ Yes　　　○ No

Equity and Accessibility

Please indicate to what extent you agree or disagree with the following statements:

	Strongly agree	Somewhat agree	Neutral	Somewhat disagree	Strongly disagree
Our organization promotes fairness and equity in the delivery of mental health awareness, education, and access to resources (i.e. all employees can access mental health resources).	○	○	○	○	○
Our organization supports an environment where employees feel comfortable talking about their own mental health without judgement.	○	○	○	○	○
Our organization makes a real and on-going effort to inform and encourage employees to utilize all available resources for managing their mental health.	○	○	○	○	○
As a general practice, employees are encouraged to speak up to managers or supervisors when they feel stressed or overwhelmed by their workload.	○	○	○	○	○
As a general practice, employees can access mental health services, including treatment, without negative impact on their career advancement.	○	○	○	○	○

What motivates your organization to focus on workplace mental health? Check all that apply.

- ☐ Focusing on workplace mental health improves employee health outcomes.

- ☐ Focusing on workplace mental health reduces employee stress.

- ☐ Focusing on workplace mental health improves employee morale.

- ☐ Focusing on workplace mental health increases employee engagement.

- ☐ Focusing on workplace mental health increases employee productivity.

- ☐ Focusing on workplace mental health helps recruit new employees.

- ☐ Focusing on workplace mental health increases employee retention

- ☐ Focusing on workplace mental health helps our organization maintain a competitive advantage as an employer of choice.

HEALTH LINKS

Health Links is a mentoring program that champions health and safety at work. We offer evidence-based Healthy Workplace Certification and advising services to help organizations and their team members achieve Total Worker Health®.

As a program based in the Center for Health, Work & Environment at the Colorado School of Public Health, our deep experience as researchers and industry trailblazers informs everything we do for you.

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