

## Employer Checklist on Workplace Environment and Satisfaction

The Employer Checklist on Workplace Environment and Satisfaction is a self-assessment tool for employers to use to evaluate their workplace on:

- Satisfaction and Engagement
- Quality of Work-Life Balance
- Personal and Professional Growth
- Compensation and Recognition
- Workplace Health and Safety

The checklist is designed to evaluate the workplace environment and satisfaction level. The more statements that you check off, the closer you are to achieving a more positive and productive workplace. A positive workplace means less absenteeism and turnover. This means increased productivity.

How does this affect the wage gap? Research has shown that factors that cause absenteeism and turnover are also key causes of the wage gap. Therefore, addressing these factors not only increases productivity, but also contributes to closing the wage gap.

### Employer Checklist on Workplace Environment and Satisfaction

#### Satisfaction and Engagement

1. Our workplace inspires our employees to be the best workers that they can be.
2. Our workplace allows workers to do interesting and challenging work.
3. Managers encourage employees to work in a way that allows employees to get a sense of personal accomplishments.
4. Our workplace is a positive place to work.
5. Our workplace is a good place to work.
6. Our workplace is able to attract and retain skilled workers.

## Quality of Work-Life Balance

- 7. Managers encourage employees to balance their work and personal/family life.
- 8. Our workplace allows employees to balance their work and personal/family life by offering them the support that they need when they need it.
- 9. Our workplace allows employees enough time to complete their work without requiring them to do overtime.
- 10. Our workplace provides employees with the resources, tools and support that they need to do their jobs to the best of their abilities.
- 11. Our workplace helps employees manage any stress that may arise at work.

## Personal and Professional Growth

- 12. Our workplace enables all of our employees to fully apply their knowledge and skills to their jobs.
- 13. Our workplace provides our employees with opportunities for training and professional development.
- 14. Our workplace provides our employees with opportunities for advancement and growth in their careers.
- 15. Our work environment enables our employees to feel fully productive.
- 16. Career opportunities in our workplace go to those who deserve them (merit).

## Compensation and Recognition

- 17. Our workplace communicates clearly how each employee's work contributes to the overall goals of the workplace.
- 18. Managers give employees sincere and effective feedback about their work performance.
- 19. Managers are encouraged to recognize employees for the work that they do.
- 20. Managers are encouraged to make their employees feel valued and appreciated at the workplace.
- 21. Our workplace offers our employees an appropriate wage/salary for their work.
- 22. Our workplace offers equitable compensation.

## Workplace Health and Safety

- 23. Our workplace provides a safe workplace.
- 24. Our workplace discourages and does not tolerate any harassment and discrimination (age, gender, sexual, racial, etc.).
- 25. Our workplace discourages and does not tolerate workplace bullying (verbal, emotional, physical).
- 26. Our workplace knows how to deal with workplace safety, health, harassment and discrimination issues.
- 27. Employees are comfortable discussing any workplace concerns with their supervisor / managers without fear of reprisal.
- 28. Our workplace is committed to responding to any concerns raised from our employees.