

Keeping your employees at work: in body and in mind

To have a productive and happy workforce, you need people to be fully engaged when they're doing their job. Yet research shows that 1 out of 3 absences from work are due to anxiety and stress* and our research shows that 70% have spent time at work worrying about their finances**. We have also found that 29% of people who are tired at work say they couldn't sleep because they had things on their mind***. So, how can you help them worry less about the little things so that they can give their best at work?

The little things add up

Often stress is caused by a build-up of little things in a person's life, it's these little things that play on people's minds and prevent them from being the best that they can be.

Problems in an individual's personal life can have an impact on their performance at work. For example the employee that is irritable and tired after countless sleepless nights due to inconsiderate neighbours and then found a parking ticket on her windscreen last night; the employee who's having problems with his landlord and is having to make numerous personal calls to try and sort it out; or the employee who is distracted by concerns around his son who's having problems at school.

There are many reasons why people aren't fully present at work, often a quick call to the EAP, *be supported*, can help. Sometimes a little bit of guidance can go a long way.

Supporting your employees

The Little Things toolkit contains a series of posters, intranet banners and a factsheet to help you promote the EAP service to your employees as a source of support. The material is intended to help you let your employees know that they don't have to wait until something becomes unmanageable, they really can call, anytime, whatever the reason.

The Little Things toolkit

In the toolkit you will find:

- Six posters – each focusing on a different “little thing” that the EAP can support with
- Two intranet banners
- One factsheet that summaries a selection of the “little things”

* An evaluation of the Statement of Fitness for Work (fit note): quantitative survey of fit notes, Department for Work and Pensions, June 2013

** AXA “my budget day” research 2009

*** Workplace wellness - AXA PPP healthcare presenteeism survey 2014



Call. Any time. Whatever the reason.

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30%

of people say tiredness has a negative effect on their productivity at work – driven by a lack of sleep because of things on their mind.

Source: Workplace wellness - AXA PPP healthcare presenteeism survey

Suggestions for using the toolkit material:

- Place the factsheet on your intranet and use the banners on your home page to link to it
- Put the posters up in busy places around your office: stair wells, the kitchen, the lifts, backs of toilet doors.
- Print the factsheet and put it in communal breakout areas of your office
- Use the posters as screensavers
- Print the posters as A5 leaflets and include with your employees' payslips or take key messages from the posters and include on the payslips
- Use the wording from the posters in your internal newsletters
- Use the material as a feature in team meetings or employee/manager briefings



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