



## PSYCHOLOGICALLY HEALTHY WORKPLACE AWARD APPLICATION 2011

Print form and fill in all applicable fields.  
After completing the form, return it by mail, fax,  
or as an email attachment.

Hawai'i Psychological Association  
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Deadline for application: **July 31, 2011**

### PART I: GENERAL INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

- Small For-Profit (fewer than 250 employees)
- Medium For-Profit (between 250 and 999 employees)
- Large For-Profit (1,000 or more employees)
- Not-For-Profit
- Government, Military, or Educational Institution

Person completing this form: \_\_\_\_\_

Title: \_\_\_\_\_

Phone/Extension: \_\_\_\_\_ / \_\_\_\_\_

Email address: \_\_\_\_\_

Best way/day/time to contact: \_\_\_\_\_

CEO/Head of Organization (if different from above): \_\_\_\_\_

Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Extension: \_\_\_\_\_ / \_\_\_\_\_

Email address: \_\_\_\_\_

## PART II: PSYCHOLOGICALLY HEALTHY WORKPLACE PRACTICES

### Employee Involvement

How does your organization involve employees in decision-making? How does your organization encourage employees to improve performance? Check all that apply.

- Self-managed work teams
- Employee committees or task forces
- Continuous improvement teams
- Participative decision making
- Employee suggestion forums (suggestion box, monthly meetings, etc.)
- Internet/intranet surveys
- Other (please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Employee Growth and Development

How does your organization promote employee career development or job-related skills improvement? *Check all that apply.*

- Continuing Education Courses
- Tuition Reimbursement
- Career development or counseling services
- Skills training provided in-house or through outside training centers
- Opportunities for promotion and internal career advancement
- Coaching, mentoring, and leadership development programs
- Internet/intranet training modules
- Other (please explain): \_\_\_\_\_

### Employee Recognition

How does your organization reward employees for their contribution to the organization? *Check all that apply.*

- Fair monetary compensation
- Competitive benefits package
- Acknowledgement of contributions and milestones
- Performance-based bonuses and pay increases
- Employee awards
- Recognition ceremonies

- Skills develop recognition
- Flexible work arrangements (flextime, telecommuting, etc.)
- Assistance with childcare
- Other (please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Work-Life Balance/Family Support

How does your organization assist and support employees in fulfilling their family responsibilities? *Check all that apply.*

- Eldercare benefits
- Resources to help employees manage personal financial issues
- Availability of benefits for family members and domestic partners
- Flexible leave options beyond Family and Medical Leave Act requirements
- Other (please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Health

How does your organization seek to improve safety and prevent injury in the workplace?  
How does your organization promote the mental and emotional health of employees?  
*Check all that apply.*

- Training and safeguards that address workplace safety and security issues
- Efforts to help employees develop a healthy lifestyle  
(e.g. stress management, weight loss)
- Adequate health insurance, including mental health coverage
- Health screenings
- Access to health/nutrition/fitness/recreation facilities
- Resources to help employees address life problems (grief counseling,  
Employee Assistance Programs, alcohol abuse programs,  
referrals for mental health services, etc.)
- Ergonomics (furniture, equipment, lighting, etc.)
- Other (please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Communication

How does your organization support communication between employees and management? *Check all that apply.*

- Bottom-up communication (from employees to management)
- Top-down communication (from management to employees)
- Regular, on-going opportunities for employees to provide feedback to management
- Goals and actions of the organization and senior leadership are clear to workers
- Assesses the needs of employees and involves them in development and implementation of psychologically healthy workplace practices
- Multiple channels (print, electronic communication, orientation, trainings, staff meetings, etc.) to communicate the importance of a psychologically healthy workplace
- Key organizational leaders lead by example, by regularly participating in psychologically healthy workplace activities that are visible to employees (e.g. wellness fairs)
- Communicate information about the outcomes and success of specific psychologically healthy workplace practices to all members of the organization
- Other (please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community Service

How does your organization support or encourage employees to participate in community volunteer activities and charities?

Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for completing this application.

A representative from the Psychologically Healthy Workplace Award committee will contact you regarding your application.