

2009 PSYCHOLOGICALLY HEALTHY WORKPLACE AWARD
APPLICATION

Instructions: After completing the form, please fax, mail or email it to:

Hawaii Psychological Association
841 Bishop Street, Suite 2100
Honolulu, Hawaii 96813

Ph: (808) 521-8995 email: HPAexec@gmail.com
Fax: (808) 521-8994

PART I: GENERAL INFORMATION

Company Name: _____

Address: _____

Person completing this form: _____

Title: _____

Phone: _____ Extension: _____

Email address: _____

- Small For-Profit (fewer than 250 employees)
- Large For-Profit (250 or more employees)
- Not-For-Profit
- Government or Military

Name of 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.

- Participative problem-solving/decision-making
- Problem solving teams/task forces
- Joint employee-management committees
- Self-managed work teams
- Employee committees or task forces
- Continuous improvement teams
- Employee suggestion forums (e.g. suggestion box, monthly meetings, etc.)
- Profit Sharing
- 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
- Sabbaticals
- Career development or counseling services
- Skills training provided in-house or through outside training centers
- Opportunities for promotion or internal career advancement
- Coaching, mentoring or leadership development programs
- Specialized training for supervisors or managers
(e.g. managing diversity, performance management, employee development)
- Other (please explain): _____

Employee Recognition

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

- Competitive benefits package
- Acknowledgement of contributions and milestones
- Performance-based bonuses and pay increases
- Employee awards
- Merit raises
- Non-monetary bonuses for exceptional performance
- Print and electronic documents detailing employees' success
- Recognition ceremonies
- Skills development recognition
- 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.

- Assistance with childcare
- Eldercare benefits
- Financial assistance for personal demands (e.g. childcare, eldercare, purchase of a house, etc.)
- Availability of benefits for family members and domestic partners
- Flexible leave options beyond those required by the Family and Medical Leave Act
- Flexible work arrangements (e.g. telecommuting, flextime, etc.)
- Other (please explain): _____

Health and Safety

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.

- Trainings that address workplace safety and security issues in the organization
- Efforts to help employees develop a healthy lifestyle (stress management, weight loss, smoking cessation, etc.)
- Health screenings
- Access to health/fitness/recreation facilities
- Programs/policies to promote gender equality and prevent sexual harassment
- Programs/policies to promote sensitivity to diversity and prevent discrimination
- Programs/policies to promote workplace harmony and prevent workplace violence
- Resources to help employees address life problems (grief counseling, Employee Assistance programs, alcohol abuse programs, referrals for mental health services, 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
- Assess the needs of employees and involve them in development and implementation of psychologically healthy workplace practices
- Multiple channels to communicate the importance of a psychologically healthy workplace (e.g. print, electronic communication, orientation, trainings, meetings)
- Key organizational leaders lead by example, by regularly participating in psychologically healthy workplace activities that are visible to employees
- Communicate information about the outcomes and successes 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 Hawaii Psychologically Healthy Workplace Award committee will contact you regarding your application.