

The aim of the Mindful Business Charter is to remove unnecessary sources of stress and promote better mental health and wellbeing in the workplace.



Openness and Respect

Discuss preferred methods of communication with colleagues and clients, being open about individual working patterns

Encourage open conversations about wellbeing and mental health

Be fair and inclusive

Ask and provide regular feedback



Smart Meetings / Emails

- Start meetings on time and prepare well
- Avoid back to back meetings and consider shorter meetings by default, rather than an hour out of habit
- Consider peoples' working patterns when planning meetings and make every effort not to cancel
- Avoid over-use of email and don't CC unless necessary



Respect Rest Periods

Identify "switch off" periods and switch off

Respect evenings and weekends

Clarify that you don't expect anyone to work during rest periods - include working hours in email sign-off

Discourage presenteeism



Mindful Delegation

- Give sufficient context for work
- Agree deadlines
- Challenge unreasonable clients
- Give due credit
- Create learning opportunities