

ARE YOUR EMPLOYEES RESILIENT AND WELL BALANCED?



Checklist for your WPS policy

The working conditions policy requires employers to implement measures to prevent work-related psychosocial stress (WPS), which is considered one of the main occupational risks of today. The Dutch Working Conditions Act lists five themes: discrimination, sexual harassment, aggression, bullying and work pressure.

Although prevention is not always possible, a solid WPS policy can help protect employees against WPS as much as possible. It also contributes to reducing sickness absence, incapacity for work and staff turnover while increasing productivity and revenue. Start drafting your WPS policy today with this checklist.

Identify the sources of WPS

Identify any potential risks or causes of work-related psychosocial stress in your company.

1. The starting point for this is the [Risk Assessment and Evaluation \(RAE\)](#), which is used to map all work-related risks in your company, including work-related psychosocial stress.
2. Is your RAE up to date and does it include an action plan? Then the next step is the [Preventive Medical Examination \(PME\)](#).
3. Finally, your confidential counsellor can also help with gaining insight into the sources of WPS.

Drafting a WPS policy

Have the sources of WPS been identified? Then it's time to draw up a legally required policy on work-related psychosocial stress that describes how you will act in the event of undesirable situations. Every WPS policy should include a protocol for undesirable behaviours. The aim of this protocol is to explain to your employees how your organisation deals with undesirable behaviours such as bullying, discrimination, sexual harassment and aggression.

The last step is to describe how aggression from organisational outsiders is dealt with.

Appointing a confidential counsellor

Appoint an independent confidential counsellor. This can be someone from within the company or an external confidential counsellor. In any event, each organisation should have at least one independent confidential counsellor.

The tasks of a confidential counsellor can be divided into three core activities:

1. Provide support and guidance to employees who are or have been subjected to undesirable behaviour.
2. Educate and inform employees on the role and duties of the confidential counsellor.
3. Advise management on the prevention of undesirable behaviour.

A confidential counsellor can also help you to draw up a protocol for the prevention of undesirable behaviours.

Drawing up a complaints procedure

Most cases of undesirable behaviour can be resolved with support from the confidential counsellor. However, occasionally, the inappropriate behaviour is so serious that an official complaint must be filed with the complaints committee. This may also be necessary if the agreed measures are not complied with. To complete your WPS policy, you should:

Draw up a legally required complaints procedure.

Appoint a complaints committee.

Let's get started

This checklist can be used to get started with your WPS policy. Would you like us to help you? Our occupational social workers in your region will be happy to assist you. They will look at what measures have been implemented, how they have been recorded and check whether your policy complies with the law. If there are any issues that you have missed, we can help you to address them. This way, you can be sure your WPS policy meets all legal requirements.

Want to find out more?

arbond.nl/en/wps-policy

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