**Wellness Agreement: Caring for Ourselves and Each Other**

Caring for ourselves is not a one-time event- it is an on-going commitment. The goal of this wellness agreement is for you to apply self-care strategies to daily work and life. This agreement is completed upon hire so that we know how to support you when you experience stress. This agreement will be revised annually with opportunities for discussion and revisiting every 3-6 months or as needed.

**Questions to consider as we create this agreement-**

***How*** do you feel when you begin to experience the secondary trauma that occurs through your daily work?

***What*** can you do to take care of yourself in these moments? ***What*** can we do to help you?

***Who*** can you access for support? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you have difficulty asking for help? If yes, what are some signs that I can look for as your supervisor so that I can offer support?

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Self-care includes rituals that you can do at work as well as rituals that take place outside of work.

Name one win-able, free, easy-to-incorporate ritual that you can begin doing while you are at work. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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List some activities or rituals that bring you joy or peace that you would like to incorporate or continue incorporating into your life outside of work.

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Screen time can be exhausting; is there a way for you to either break-up your day between in-person and screen time or have a scheduled day or timeframe per week when you are off screen.

***How*** can we help you make space to do these things?

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Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I pledge to assist and support employees in honoring the self-care strategies outlined above.**

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_