BEREAVEMENT-FRIENDLY WORKPLACE
CHECKLIST

Policy

☐ Does your workplace have a clear, specific bereavement policy?

☐ Is it easily accessed and clearly identified in the staff handbook/website?

☐ Does it specify what the organisation believes is a reasonable amount of bereavement leave?

☐ Does it allow for discretionary additional leave?

☐ Does it offer additional support such as flexible working or staged return to work?

☐ Is it clear who it applies to?

☐ Has consideration been given to all categories of staff, including casual and contract workers?

Communication

☐ Do colleagues know who to speak to in the event of a bereavement?

☐ Is there someone colleagues can talk to instead of a line manager if they feel the need to?

Procedure

☐ Is there a discreet and sensitive procedure in place for how colleagues can report a bereavement?

☐ Have managers been fully briefed or trained in handling a bereavement?

☐ Do you have a procedure for informing team members when someone has been bereaved?

☐ Do you have a procedure for managing the person's return to work, including extra support if they need it?

Office culture

☐ Have staff been trained/briefed on how to deal with a colleague's bereavement and the importance of a supportive working environment?

☐ Is there quiet space to escape to if needed?

☐ Are staff able to take reasonable time away from their desks or workstations if needed?

☐ Is there capacity to help a bereaved person with their workload?

More information about becoming a bereavement friendly workplace at: https://www.goodlifedeathgrief.org.uk/content/workplace_home/

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