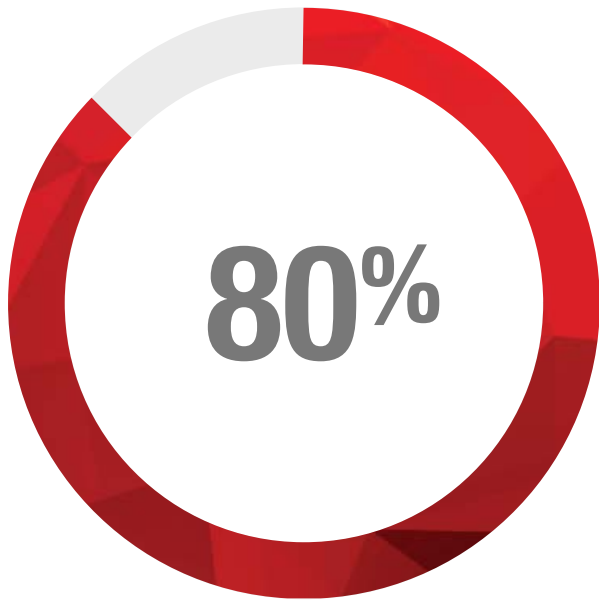




**STAPLES®**  
**WORKPLACE**  
**SURVEY 2017**

# **HEALTHY OFFICE, HAPPY EMPLOYEES**

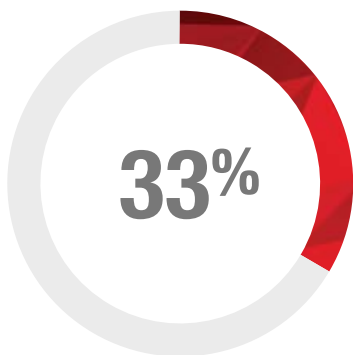
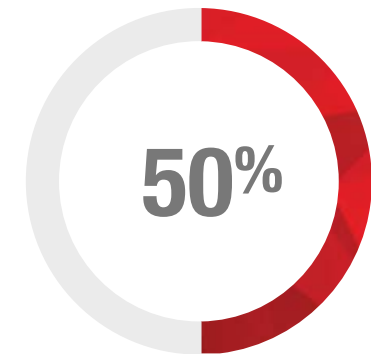
**How to Make It Happen**



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According to a recent Staples Workplace Survey, 80 percent of participants expect their companies to help keep staff healthy.

Yet companies are falling short; nearly half of those workers graded their organizations at a “C or lower” when it comes to promoting employee health and wellness.



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Considering people spend a third of their lives at work, offering a wellness program is not only a good practice but can also affect the bottom line when you measure sick days and overall productivity.



**IMPROVE THE MORALE AT YOUR  
OFFICE WITH THESE FIVE TIPS  
FOR BOOSTING OFFICE HEALTH  
AND WELLNESS.**

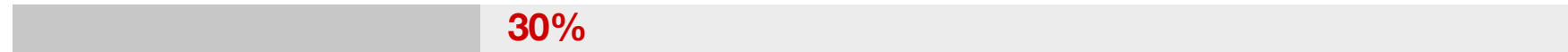
# 1

## OFFER HEALTHY FOOD AND DRINK OPTIONS

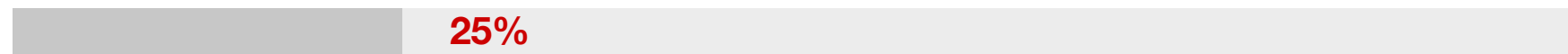
Junk food is a quick fix and a crash landing. Keep the breakroom options healthy (but not boring).

In the survey, employees rated “better food and drink options” as a top suggestion for improving the workplace. (In fact, only “new technology” ranked higher.)

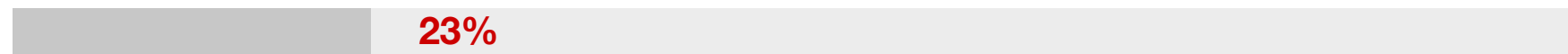
New technology or equipment



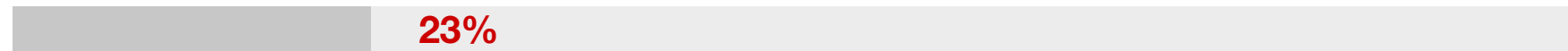
Food and drink options



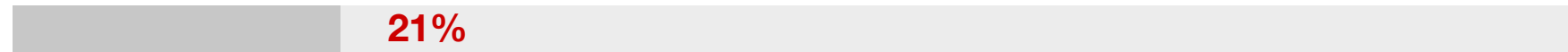
A fitness center



Private or personal space



Ergonomic furniture



Consider offering:

1. Fresh fruit, snacks or healthy meals delivered weekly by local subscription services
2. Nourishing drink options — tea, sparkling water, cold-pressed or green juices
3. Healthy snacks in the vending machine — mixed nuts, protein bars, dried fruit



# WHEN IT COMES TO BUDGET

It may cost less to offer salaried employees free lunch than to have them leave their desks for an hour midday. Regain some lost lunchtime productivity by offering nourishing meal options in-office.

# 2

## ESTABLISH A WELLNESS ROOM

77 percent of survey participants said their offices do not have a dedicated area for personal needs.

Employees with a wellness room grade their workplace as a 3.0, whereas those without grade their workplace as a 2.6.



The survey found 55 percent of participants have gone outside to make or take a personal phone call at the workplace. Offering a private space can help increase employee productivity and cut down on time spent outside the office. Plus, wellness rooms can be used to relax, meditate or as lactation rooms for new mothers.

# In order of importance, participants listed the following as must-haves in the room:

1



Comfortable seating

4



A sink

2



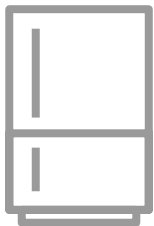
Power outlets

5



A door lock

3



Refrigerator

# WHEN IT COMES TO BUDGET

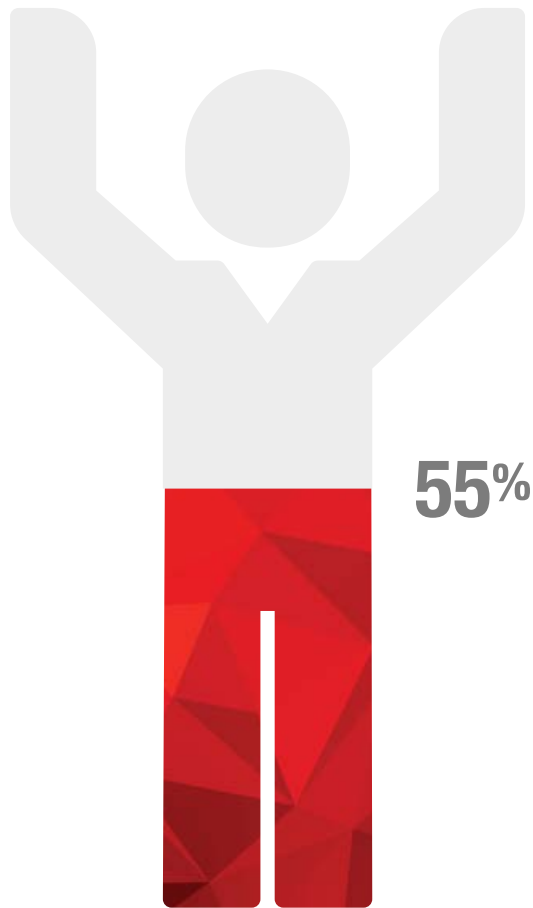
Easily transform an under-utilized space — even a large storage closet will do — into a wellness room. Complete with a few thoughtful items, it satisfies privacy needs while showing employees you care — and it's a perk that can set your business apart from the crowd when hiring.



A large, bold, white number '3' is positioned on the left side of the image. The background is a vibrant red with a complex, low-poly geometric pattern of various shades of red and orange.

## **OFFER A PERSONAL OR MENTAL HEALTH DAY**

A quarterly, no-questions-asked day off  
can lift stress and boost trust.



Of those polled, 55 percent noted experiencing stress at work depletes health and vitality. If the team is hitting their numbers, and the performance is on par — why not give employees a day to recoup?



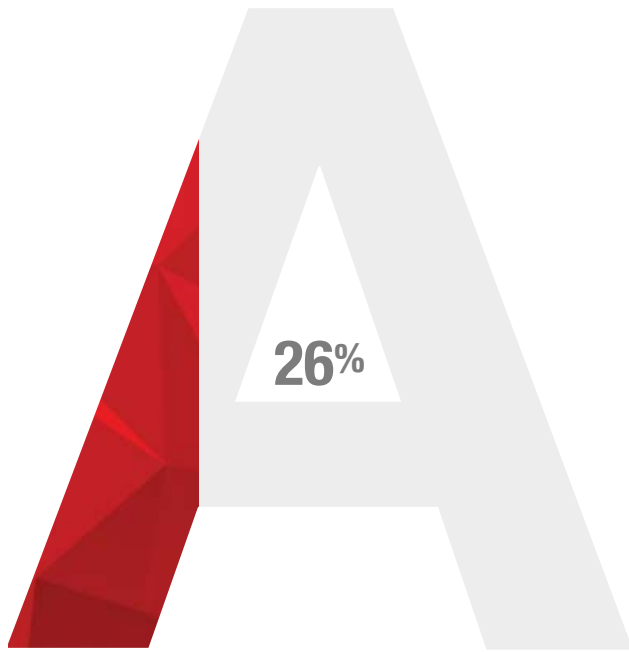
# WHEN IT COMES TO BUDGET

In the short-term, a personal day may seem unnecessary, but in the long-term, it's keeping staff healthy, rested and less stressed. This perk also serves as an added recruitment tool when hiring new talent.

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## **KICK OFF STAFF FITNESS PROGRAMS AND CHALLENGES**

Spark a little friendly competition to  
inspire participation.



In the survey, 26 percent of respondents gave their workplace an “A” for promoting employee health and wellness.

Designing a healthier office means suggesting smarter choices — not forcing them. Setting up a fitness program such as a weight loss challenge or a staff running group will nudge employees to join in as they see others getting involved.

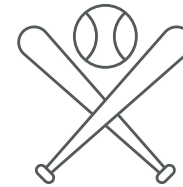
# Ideas to get staff into a more regular exercise program:

1



Orchestrate a company-wide 5K to raise money for a cause

2



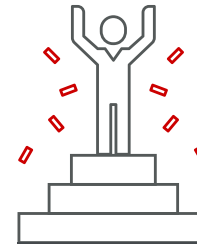
Start a company softball or kickball team

3



Challenge staff to walk 10k steps per day (most smartphones have pedometers)

4



Make it a game – the employee with the longest 10k streak wins a prize



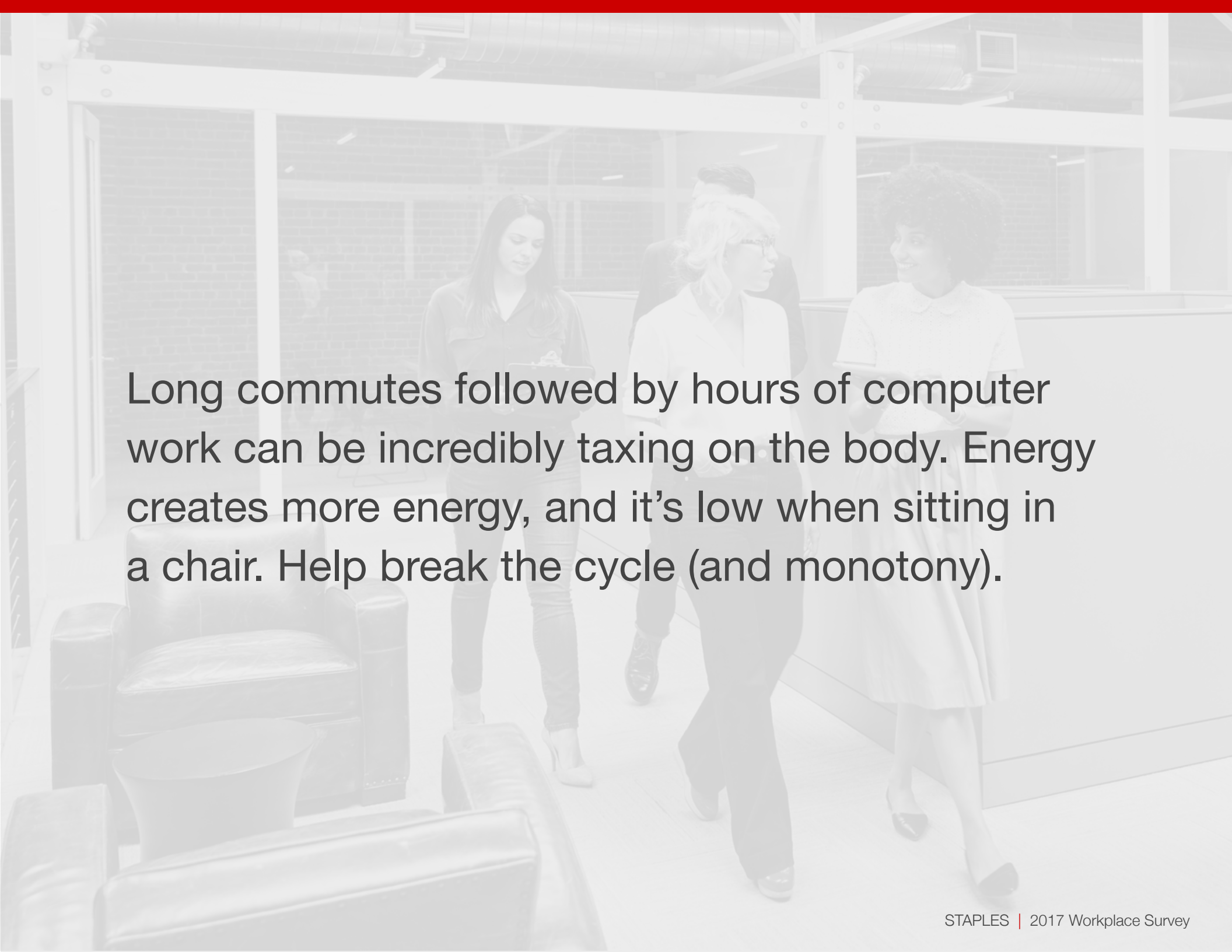
# WHEN IT COMES TO BUDGET

Maybe a team rec center isn't realistic, but how about company discounts at the nearest gym? Or offer an incentive to bike or walk to work.

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## **COUNTERACT THE SEDENTARY LIFESTYLE**

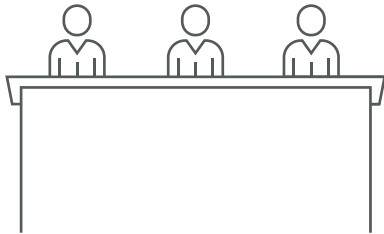
Encourage your team to move more throughout their work day.



Long commutes followed by hours of computer work can be incredibly taxing on the body. Energy creates more energy, and it's low when sitting in a chair. Help break the cycle (and monotony).

# Ideas to get the blood flowing:

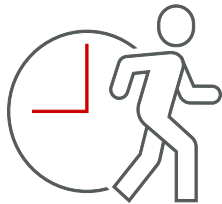
1



Offer standing desks or standing desk rooms

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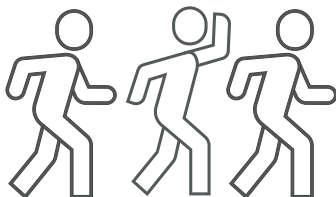
2



Encourage setting an alarm to take a short walk every hour

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3

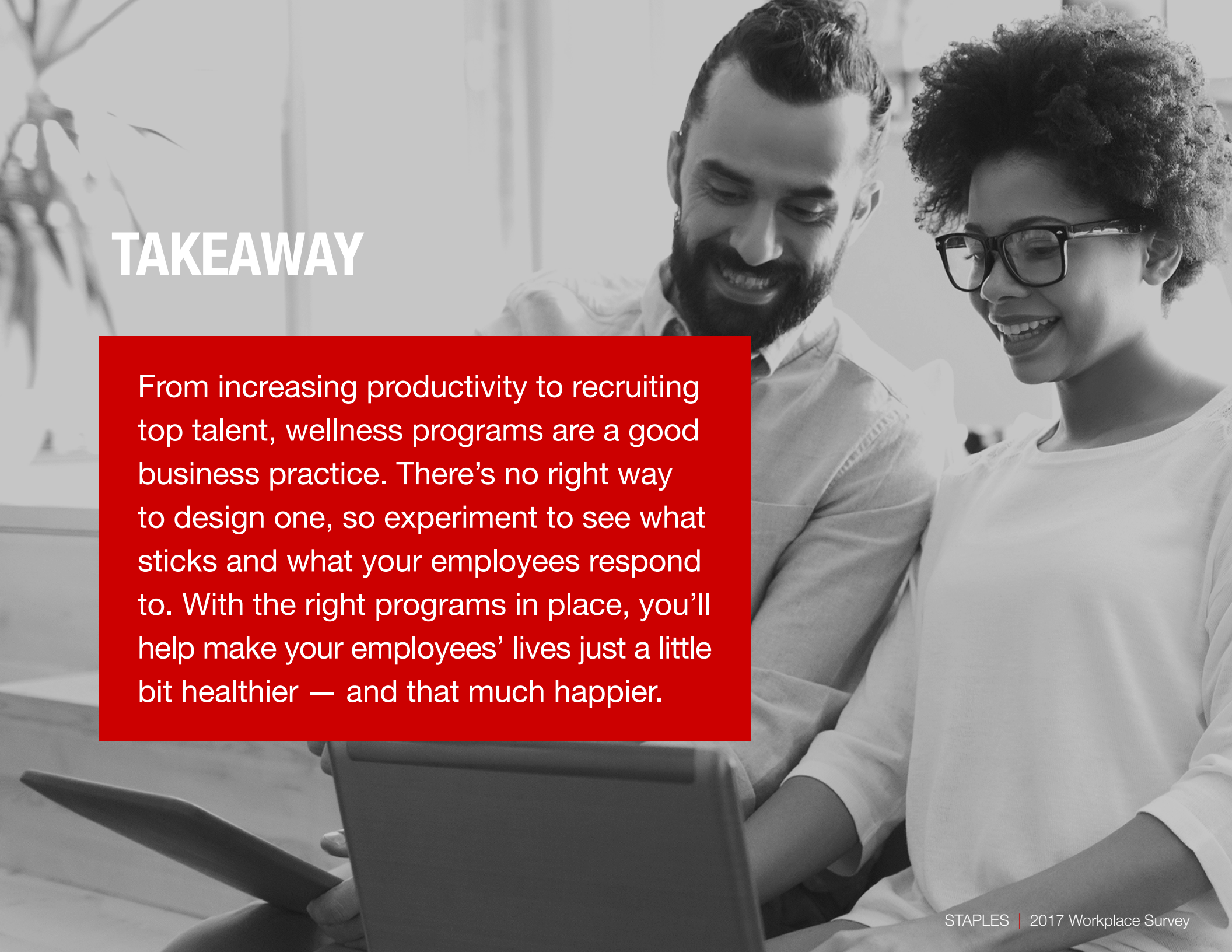


Promote walking meetings for trios or pairs

A black and white photograph of two women walking outdoors. The woman on the left is seen from the side, smiling and looking towards the woman on the right. She has blonde hair tied in a bun and is wearing a dark blazer. The woman on the right is facing forward, smiling, and looking down. She has long brown hair, wears glasses, a white button-down shirt, and grey trousers. A large red rectangular box is overlaid on the left side of the image, containing white text.

# WHEN IT COMES TO BUDGET

**The good news:** Walking is free. And there is a range of options for standing desks, including cost-effective risers to transform regular desks.

A black and white photograph of a man and a woman in an office setting. The man, on the left, has a beard and is smiling as he looks at a laptop. The woman, on the right, has curly hair and wears glasses, also smiling. They are both looking at the laptop screen. The background is slightly blurred, showing some office plants and furniture.

# TAKEAWAY

From increasing productivity to recruiting top talent, wellness programs are a good business practice. There's no right way to design one, so experiment to see what sticks and what your employees respond to. With the right programs in place, you'll help make your employees' lives just a little bit healthier — and that much happier.

**Curious about other feedback  
employees had about their workplaces?**

Visit the [Staples Workplace Survey Website](#).

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