

# Guidelines for a Healthy Organization



Creating a healthy organization is paramount for young people engaging in various endeavors, such as running organizations and NGOs. Recognizing the importance of fostering a supportive and thriving environment, the International Youth Health Organization has developed guidelines to promote a healthy organization. These guidelines encompass various aspects, including teamwork, communication, physical and mental health, equal opportunities, and sustainability.

By implementing these guidelines, young people can cultivate organizations that prioritize the well-being and growth of their members, ultimately leading to greater success and positive impact in their respective fields.



## About the Guidelines

These Guidelines for a healthy organization were created as a part of an Erasmus+ funded Youth4Health project, carried out by the International Youth Health Organization together with partners Civil Life Association from Turkey, HERA from North Macedonia and Youth Network for Health Promotion from Slovenia. It has been developed by a group of youth health ambassadors at the the Final Seminar taking place in January 2023 in Slovenia, who have undergone two trainings on building youth health coalitions, youth health and advocacy.



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# Guidelines for a Healthy Organization



## I. Foster Teamwork and Cooperation

### a. Promote polite and open communication among team members

... to encourage a positive and friendly workplace where ideas are openly exchanged and all viewpoints are respected, resulting in successful collaboration.

### b. Encourage teamwork and idea sharing

... to boost youths' creativity and productivity by enabling them to use their group's strengths and abilities to accomplish objectives and come up with creative solutions.

### c. Use team-building exercises and seminars

... to fortify bonds, promote trust, and generate a sense of camaraderie among team members, leading to improved teamwork and cooperation

## II. Establish Healthy Communication

### a. Encourage transparent and effective communication channels throughout the organization

... to facilitate the flow of information, ideas, and feedback, fostering a culture of transparency, trust, and active participation.

### b. Promote active listening and constructive feedback

... to create a supportive environment where team members feel heard, valued, and empowered to express their opinions and contribute to decision-making processes.

### c. Provide conflict resolution mechanisms

... to address any issues or misunderstandings promptly and constructively. This will help to reduce conflicts and foster wholesome interpersonal connections inside the company.



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## III. Prioritize Physical Health

### a. Consider subsidizing gym memberships

... or organizing fitness activities to promote physical well-being, as regular exercise improves overall health, reduces stress, and boosts energy and productivity.

### b. Implement regular breaks during work hours

... to encourage movement and reduce sedentary behavior, promoting physical activity and preventing the negative effects of prolonged sitting.

### c. Maintain a clean and orderly workspace

... to encourage a healthy and hygienic environment, lowering the risk of sicknesses and providing a pleasant and productive working atmosphere.

## IV. Ensure Equal Opportunities

### a. Encourage transparent and effective communication channels throughout the organization

... to facilitate the flow of information, ideas, and feedback, fostering a culture of transparency, trust, and active participation.

### b. Promote active listening and constructive feedback

... to create a supportive environment where team members feel heard, valued, and empowered to express their opinions and contribute to decision-making processes.

### c. Provide conflict resolution mechanisms

... to address any issues or misunderstandings promptly and constructively. This will help to reduce conflicts and foster wholesome interpersonal connections inside the company.



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## V. Create a Safe Space

- a. Create policies and practices that guarantee everyone's physical and mental safety**  
... fostering an environment devoid of harassment, discrimination, and bullying where people may flourish and express themselves in their truest form.
- b. Establish a zero-tolerance policy for harassment, discrimination, and bullying,**  
... sending a clear message that such behaviors are not tolerated and creating a safe and supportive atmosphere for all.
- c. Provide tools and support for reporting and addressing any safety concerns**  
... Offering ways for people to get assistance, report problems, and get the right support can help to ensure everyone's safety and well-being.

## VI. Promote Environmental Awareness

- a. Encourage environmentally friendly practices within the organization, such as recycling and reducing waste,**  
... demonstrating a commitment to sustainability and responsible stewardship of resources.
- b. Encourage energy-saving techniques and environmentally friendly modes of transportation,**  
... helping to preserve the environment and lessen the organization's ecological impact.
- c. Take an active role in environmental projects,**  
... instilling a feeling of responsibility and making a beneficial impact on the environment both inside and beyond the organization.



# Guidelines for a Healthy Organization



## VII. Provide Education Opportunities

- a. Offer training programs, workshops, and seminars to enhance the knowledge and skills of members,**  
... enabling continuous learning and professional development.
- b. Encourage continuous learning and professional development,**  
... empowering individuals to stay up-to-date with the latest industry trends, acquire new skills, and reach their full potential.
- c. Facilitate access to resources and networks that promote learning in relevant fields,**  
... supporting the growth and expertise of individuals within the organization and providing opportunities for personal and professional advancement.

## VIII. Ensure Fair Division of Responsibilities

- a. Clearly define each member's roles and responsibilities**  
... to ensure that tasks are distributed fairly and to encourage accountability and efficiency within the team.
- b. Promote teamwork, create collaboration, and lessen the danger of burnout or excessive workloads**  
... by offering the necessary support to guarantee that duties are successfully completed.
- c. Regularly assess and make necessary adjustments to how the workload is distributed**  
... ensuring that tasks are balanced and people have a reasonable workload, encouraging productivity and well-being.



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## IX. Implement a Reward System

### a. Encourage a culture of gratitude and motivation

... by recognizing and appreciating the contributions and accomplishments of individuals and teams. This will raise morale, engagement, and overall satisfaction.

### b. Establish clear criteria for rewards

... and ensure they are accessible to all members, promoting fairness, transparency, and equal opportunities for recognition and incentives.

### c. Consider non-monetary rewards,

... such as public recognition or opportunities for personal development, to acknowledge and celebrate accomplishments, while also fostering growth and learning.

## X. Encourage Work-Life Balance

### a. Promote a culture that values work-life balance

... and discourages overworking, recognizing the importance of rest, personal well-being, and maintaining a healthy integration of work and personal life.

### b. Encourage employees to take breaks, vacations, and time off when needed

... fostering self-care and preventing burnout, while also promoting overall satisfaction and productivity.

### c. Provide flexible work arrangements when possible

... to accommodate personal commitments, allowing individuals to manage their time effectively, meet personal obligations, and maintain a healthy work-life balance.



# Guidelines for a Healthy Organization



## XI. Conduct Regular Mental Health Check-ins

**a. Foster a culture that prioritizes wellbeing and offers a safe space for people to address their mental health concerns.**

This supportive atmosphere should emphasize and de-stigmatize mental health.

**b. Provide training on mental health awareness and confidential mental health services**

... giving people the skills they need to successfully identify, handle, and support mental health issues.

**c. Conduct routine check-ins**

... to gauge team members' wellbeing and offer required support, proactively addressing mental health issues, encouraging early intervention, and establishing a compassionate and caring atmosphere.

These guidelines aim to foster a healthy organization that promotes the wellbeing and growth of its members. By implementing these principles, young people can create organizations and NGOs that prioritize teamwork, communication, physical and mental health, equal opportunities, and sustainability. Remember, a healthy organization is built upon the collective efforts of its members, and continuous evaluation and adaptation are essential for long-term success.

