

Our guide to: Good bereavement practice in the workplace:

As every bereavement is different, so is the reaction by an employee. Some may wish to return sooner than others. The relationship and cause of death could also have an impact on the speed of their return. A quick return does not indicate that the employee does not still require support, as the full affect may not be felt for some time.

- Expect that not all bereaved employees will react the same, some they may sound distant, numb or alternately be extremely distressed. Have a calm, compassionate reassuring approach that lets them know they are understood and respected.
- Offer condolences.
- They will need time off unexpectedly, so ensure that the employees know that they are not expected to work. For the impact to be minimised, the employee needs to feel that they can take what time is needed.
- Ask how they would like to stay in touch with you in future, via mobile phone or private email? Let the employee inform you when they would like to be in contact again.
- Due to the Data Protection Act, their information is private, so ask them how much they would like their teams to know and if they would be happy for colleagues to contact them.
- Be aware of the employee's religious and cultural commitments and mourning rituals and convey them to all line managers.
- Discussing the employees return to work date would not be appropriate for the first few days. But during your next scheduled communication you could ask how they are coping.
- At this point it would be advantageous to contact us: Confident to Return regarding our bespoke, individual Grief and Bereavement Support. Then, discussing it with your employee. We visit clients at home and via telephone calls to fully support employees
- Thereafter to be aware of relevant days such as, an inquest, anniversary of the death etc. As these will be particularly sensitive and the employee may require days off.
- Also, be mindful that the death may bring add extra responsibilities to the employee, such as being a single parent or caring for an elderly parent, so a flexible approach would be beneficial.

We will guide your employees through two areas of support:

Personal Loss and Bereavement

We provide caring support for individual employees who have been affected by personal bereavement. Sessions can be delivered over the telephone, in the office, or in the employee's home.

We will usually cover:

- exploring and processing emotions
- developing coping strategies
- building resilience
- adjustment
- returning to work
- moving towards acceptance
- long-term grief management

Employees Affected by work-place Bereavement

The news of a colleague's death can be incredibly distressing for the rest of your employees. Many will struggle to come to terms with their grief, as they continue to come to work and carry out their usual routines.

This bespoke service can cover:

- understanding loss and grief
- stages of grief
- common emotions expressed through grief
- building resilience
- ideas for remembrance
- creating a supportive community