

TOOL 4.14**Guidelines for Self-Care for Respectful Workplaces Focal Points/
Contact Team**

- » **GOAL:** Outlines resources to support focal points and the contact team
- » **TARGET UNITS:** Human Resources and Focal Points/Contact Team

Encouraging self-care is a vital part of supporting employees to fulfil their role as a Respectful Workplaces focal point, given the potential exposure to disclosures of distressing events. Self-care is the process of looking after one's own health and wellbeing using the knowledge and information available to them. Not practicing good self-care can negatively impact physical and psychological health.

Consider reminding focal points to:

- Maintain boundaries by not getting personally involved in gender-based violence and harassment (GBVH) cases and referring survivors to service providers for support. Remember that focal points are not counselors, and that counseling should be undertaken by a professional.
- Debrief with other focal points or GBVH service providers or counselors. The company can provide paid time to do this.
- Use positive coping mechanisms to practice self-care regularly and proactively. Positive coping mechanisms help maintain a balance between private and professional life, as well as help overcome, as positively as possible, stressful periods or situations. Coping mechanisms can include regular exercise, getting enough sleep, laughing, socializing, religious prayer, or seeking counseling. Everyone has different things that work for them, so they should be encouraged to find approaches that suit their preferences, interests, and abilities.
- Reflect on negative coping mechanisms. Sometimes focal points use coping mechanisms like excessive drinking or social isolation to cope with stressful situations, but these strategies often aren't sustainable, and can result in dangerous or unhealthy consequences when used consistently over time.

The company can consider:

- Subsidizing self-care activities
- Providing paid time for self-care activities.
- Encouraging peer support opportunities (e.g., regular debriefs).