

Happier  
Workplace

BY

Lipton

# 8 HABITS OF A HAPPIER WORKPLACE

A TEA-SER BY LIPTON



# *A workplace is like a second home*

We spend nearly 1400 hours a year at work. Over time, our colleagues become our extended family.

To infuse some warmth and fun into this equation, we came up with some ideas that you could easily implement for a 'Happier Workplace' - an initiative to make those many hours at work, happy.

Small actions go a long way in making a big difference. Let's get started.





**AS A PROFESSIONAL, WE KNOW YOU LIKE YOUR PROCESSES TO BE SYSTEMATIC AND YET PERSONALIZED. SO, HERE ARE SOME EASY AND SIMPLE TIPS THAT YOU AS AN HR PERSON CAN IMPLEMENT IN ANY TYPE OF OFFICE. FLEXIBLY AND CONVENIENTLY.**

**TEAM UP AND PREPARE YOUR CUP OF LIPTON TEA WITH THESE FOUR KEY INGREDIENTS:**



The background of the entire image is a warm, golden-hour photograph of an office. Several people are visible, some standing and some sitting at desks. They appear to be in a collaborative work environment. The lighting is soft and bright, creating a pleasant and productive atmosphere. The overall color palette is dominated by warm yellows and oranges.

# *A taste of Ambience*

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IDEAS TO CREATE THE PERFECT WORK ENVIRONMENT

"TEA TIME IS A CHANCE TO SLOW  
DOWN. PULL BACK AND APPRECIATE  
OUR SURROUNDINGS."

-LETITIA BALDRIGE



# HABIT #1

## TAKE A BREAK FROM WORK AND RELAX WITH YOUR TEAM

FACT: HAPPY EMPLOYEES ARE 12% MORE PRODUCTIVE.

Encourage employees to take breaks from their screens in a relaxing environment, away from the hustle and bustle of the regular workplace. It's a perfect time for catching up and building connections that go beyond work.



*Soothing lighting*



*No screen zones*



*Comfy furniture*



*And of course, a tea station!*



## HABIT #2

# CELEBRATE SMALL MOMENTS. ALONG WITH THE BIG OCCASSIONS

**FACT: ACCORDING TO GLOBOFORCE, 74% OF EMPLOYEES WHO HADN'T CELEBRATED ACCOMPLISHMENTS AT WORK WERE MORE LIKELY TO LEAVE THEIR JOBS.**

Plan special days and give your team a fun time to look forward to. Bring your kids to work day, pizza day, pot luck parties, or simply, dress up like your favorite movie character day. Events such as birthdays, or work achievements can be celebrated together. Or you could simply get experimental and come up with your own whacky days!



*Sports day*



*Movie evening*



*Awards night*



# *A dash of Teamwork*

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IDEAS TO BREAK THE ICE AND MAKE  
COLLABORATION MORE HUMAN

"ALONE WE CAN DO SO LITTLE:  
TOGETHER WE CAN DO SO MUCH"

- HELEN KELLER



## HABIT #3

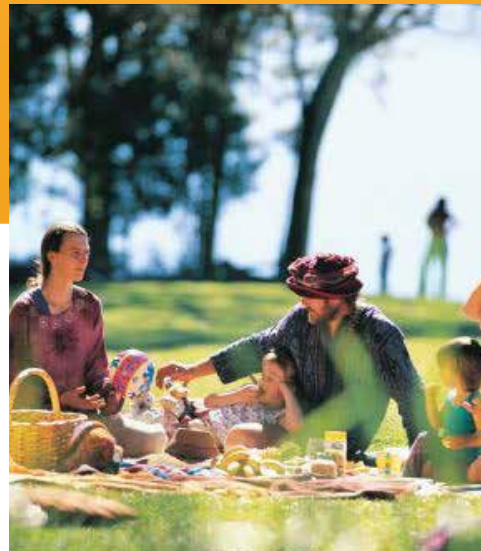
# A TEAM THAT PLAYS TOGETHER. STAYS TOGETHER

**FACT: CLOSE WORK FRIENDSHIPS BOOST EMPLOYEE SATISFACTION BY 50%.**

Plan a team building activity for employees – escape room sessions, go-karting, bowling, archery. Suggest starting a sports club to your employees so that they can practice teamwork on the pitch as well as off it. Mix existing teams to encourage cross team interactions.



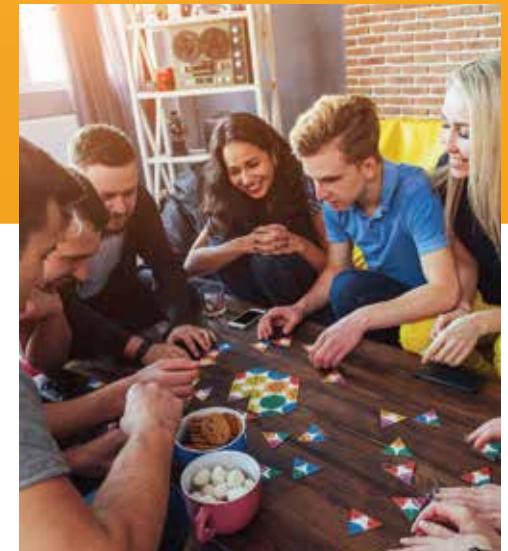
*Cricket!*



*Farm house picnic*



*Escape reality, together*



*Board game challenge*





## HABIT #4

# CHARITY BEGINS AT THE WORK PLACE

**FACT: 70% OF EMPLOYEES SAY THAT CULTIVATING FRIENDSHIPS AT WORK GENERATES A POSITIVE INFLUENCE ON THEIR PRODUCTIVITY AND HAPPINESS.**

Why not get everyone together to raise money for a local registered charity? A bake sale, office games or a silent auction all help raise money and improve that team spirit. Spread a sense of joy in giving, and encourage employees to unite for a cause.



*Volunteering at NGOs*



*Charity*



*Corporate tree plantation drives*



# *A dose of Health and Wellness*

IDEAS TO PROMOTE A PHYSICALLY HEALTHY AND  
MENTALLY REFRESHED WORKPLACE

"IF YOU ARE COLD, TEA WILL WARM YOU;  
IF YOU ARE TOO HEATED, IT WILL COOL YOU;  
IF YOU ARE DEPRESSED, IT WILL CHEER YOU;  
IF YOU ARE EXCITED, IT WILL CALM YOU"

- WILLIAM EWART GLADSTONE



## HABIT #5

# BE A WORKPLACE THAT PROMOTES WELLNESS

**FACT: EMPLOYEES WHO REPORT BEING HAPPY AT WORK REPORT 10 TIMES FEWER SICK DAYS THAN UNHAPPY EMPLOYEES.**

Every day routine can put health goals on the backseat. With small steps you can push your employees to practice healthy habits – even while they are at their desk. A few simple workouts to avoid neck and back strain, emailer guides to better posture. The even healthier ones can opt for group walks post lunch or to the bus station after work. Or try some relaxing ambient music for long working days that go into nights!



*Post lunch standing/  
walking meetings*



*'Drink water now' SMS/Email  
reminders*

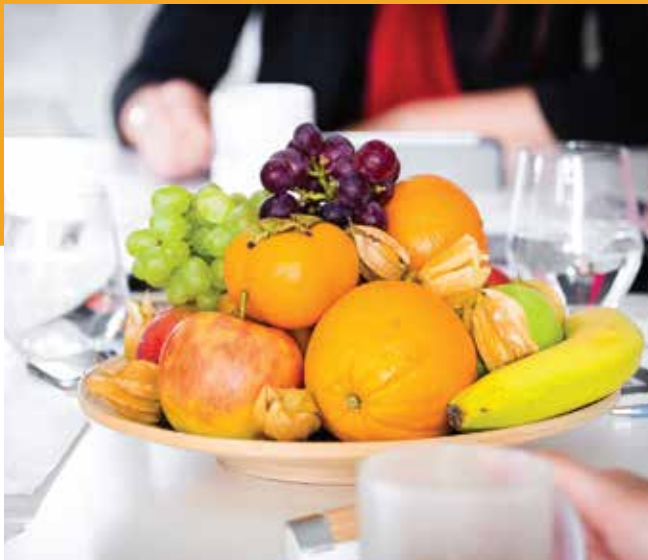


## HABIT #6

# TEA & SNACKS TO THE RESCUE!

**FACT: 67% OF FULL-TIME EMPLOYEES WITH ACCESS TO FREE FOOD AT WORK ARE “EXTREMELY” OR “VERY” HAPPY AT THEIR CURRENT JOB.**

Encourage your team to opt for tea therapy as first aid. A ginger tea for sore throat, chamomile to calm you on a busy day, green tea for the detox lovers. Keep healthy snacks close by for your next tea break. Replace chips and chocolate with nuts, fruits and seeds in your pantry.



*Lots of (healthy) munchies!*



*Tea therapy*



*Perfect pantry units*



# *An infusion of Motivation for Millennials*

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IDEAS THAT HELP SHAPE THE FUTURE  
OF THE COMPANY

"YOUNG PEOPLE NEED TO BE ASKED WHAT  
MATTERS. NOT BE TOLD WHAT DOES."

- JEFF MARTIN



## HABIT #7

# LEARN SOMETHING NEW

**FACT: COMPANIES WITH HAPPY EMPLOYEES  
OUTPERFORM THE COMPETITION BY 20%.**

When skills grow, a person grows. Organize learning sessions every month – it could be as simple as origami, or a salsa beginner’s course. Group learning sessions will build a sense of comradery and belonging, and lead to happy employees.



*Language courses*



*Skill development  
workshops*



*Fitness classes*



## HABIT #8

# BEGIN AND END YOUR WEEK WITH FUN

**FACT: ACCORDING TO A FORBES STUDY, FLEXIBLE WORKERS ACHIEVED MORE, WERE OFF SICK LESS OFTEN, WORKED LONGER HOURS AND WERE HAPPIER IN THEIR WORK.**

When millennials are given the freedom of space and time, their productivity levels are higher. Start a flexi timing trend at work every Monday, a happy start to the week. Encourage your employees to feel at home and dress casually on Fridays, let the weekend vibe set in early.



*Casual Fridays*



*Work off site*



*End of week parties*

# Happier Workplace Challenge!

FULFILL THESE 8 GOALS AND  
TRANSFORM YOUR WORKPLACE

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- #1  Take a break from work and relax with your team.
- #2  Celebrate small moments, along with the big occasions.
- #3  A team that plays together, stays together.
- #4  Charity begins at the work place.
- #5  Be a workplace that promotes wellness.
- #6  Tea & snacks to the rescue!
- #7  Learn something new
- #8  Begin and end your week with fun

PRINT . PICK . PLAN .





We understand you know your employees the best. So, feel free to experiment and add to our list. Share your happier workplace ideas on **[happierworkplace@lipton.com](mailto:happierworkplace@lipton.com)** and get featured by Lipton.

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