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| LEADERSHIP AND MISSION | Average overall score: | Score from VT–ORG Assessment | Rationale/Possible Reasons for This Score | Priority Level  1 = Highest  2 = Medium  3 = Lowest | Tasks To Maintain or Build Capacity | Lead/Responsible Parties | Timeline  (Month/Year) |
| LM1 Leadership demonstrates a clear and decisive vision that supports and articulates the mission of the organisation. | |  |  |  |  |  |  |
| LM2 Leadership models, values, and promotes open and respectful communication among staff. | |  |  |  |  |  |  |
| LM3 Leadership communicates clear and specific information on decision making throughout the organisation (e.g., resource allocation, scheduling, deadlines, implementation of policies and procedures, etc.). | |  |  |  |  |  |  |
| LM4 Leadership proactively addresses vicarious trauma in the organisation's long-term vision and strategy. | |  |  |  |  |  |  |
| LM5 Leadership recognizes and values my role within the organisation. | |  |  |  |  |  |  |
| LM6 Leaders model a healthy work/life balance. | |  |  |  |  |  |  |
| LEADERSHIP AND MISSION | | Score from VT–ORG Assessment | Rationale/Possible Reasons for This Score | Priority Level  1 = Highest  2 = Medium  3 = Lowest | Tasks To Maintain or Build Capacity | Lead/Responsible Parties | Timeline  (Month/Year) |
| LM7 Leadership communicates and enforces a no-tolerance policy concerning sexual harassment | |  |  |  |  |  |  |
| LM8 Leadership communicates and enforces a no-tolerance policy concerning workplace violence, including bullying/hazing; | |  |  |  |  |  |  |
| LM9 Leadership communicates and enforces a no-tolerance policy concerning intimate partner violence within or outside of the workplace; | |  |  |  |  |  |  |
| LM10 Leadership communicates and enforces a no-tolerance policy concerning discrimination based on age, gender, gender identity, sexual orientation, race, religion, ability, etc. | |  |  |  |  |  |  |

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| MANAGEMENT AND SUPERVISION | Average overall score: | Score from VT–ORG Assessment | Rationale/Possible Reasons for This Score | Priority Level  1 = Highest  2 = Medium  3 = Lowest | Tasks To Maintain or Build Capacity | Lead/Responsible Parties | Timeline  (Month/Year) |
| MS1 My organisation uses a protocol to address staff affected by clients’ acute trauma; | |  |  |  |  |  |  |
| MS2 My organisation uses a protocol to address staff affected by clients’ cumulative/chronic trauma; | |  |  |  |  |  |  |
| MS3 My organisation uses a protocol to address staff affected by organisational/administrative stress | |  |  |  |  |  |  |
| MS4 My organisation uses a protocol to address staff affected by specific concerning behaviours (e.g., low morale, substance abuse, absenteeism). | |  |  |  |  |  |  |
| MS5 My organisation uses a protocol to address staff affected by critical incidents (e.g. Critical Incident Stress Management- CISM). | |  |  |  |  |  |  |
| MANAGEMENT AND SUPERVISION | | Score from VT–ORG Assessment | Rationale/Possible Reasons for This Score | Priority Level  1 = Highest  2 = Medium  3 = Lowest | Tasks To Maintain or Build Capacity | Lead/Responsible Parties | Timeline  (Month/Year) |
| MS6 My shift supervisors are readily accessible to support staff members following a critical or acute incident. | |  |  |  |  |  |  |
| MS7 I meet individually with my supervisor. | |  |  |  |  |  |  |
| MS8 Meetings with my supervisor provide a forum for addressing exposure to trauma. | |  |  |  |  |  |  |
| MS9 My supervisor reviews my job responsibilities and workload balance (e.g., variety of tasks, number of high-risk cases, call volume). | |  |  |  |  |  |  |
| MS10 I am able to discuss concerns about the organisation or my job with my supervisor(s) without fear of negative consequences. | |  |  |  |  |  |  |
| MS11 My supervisor encourages and responds to my ideas and input. | |  |  |  |  |  |  |
| MANAGEMENT AND SUPERVISION | | Score from VT–ORG Assessment | Rationale/Possible Reasons for This Score | Priority Level  1 = Highest  2 = Medium  3 = Lowest | Tasks To Maintain or Build Capacity | Lead/Responsible Parties | Timeline  (Month/Year) |
| MS12 Staff meetings are highly valued as a mode of team communication and collaboration. | |  |  |  |  |  |  |
| MS14 My supervisor takes steps to ensure that staff have access to adequate resources to perform their jobs. | |  |  |  |  |  |  |
| MS15 Staff members are provided adequate and equitable salary and benefits. | |  |  |  |  |  |  |
| MS16 My supervisor ensures policies and/or procedures are in place to address staff grievances. | |  |  |  |  |  |  |
| MS17 My supervisor uses a formal performance evaluation process. | |  |  |  |  |  |  |
| MS18 My performance evaluation includes a discussion of organisational and individual strategies to minimize risk for vicarious traumatization. | |  |  |  |  |  |  |
| MANAGEMENT AND SUPERVISION | | Score from VT–ORG Assessment | Rationale/Possible Reasons for This Score | Priority Level  1 = Highest  2 = Medium  3 = Lowest | Tasks To Maintain or Build Capacity | Lead/Responsible Parties | Timeline  (Month/Year) |
| MS19 My performance evaluation includes a discussion of employee contributions to a positive work environment. | |  |  |  |  |  |  |

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| EMPLOYEE EMPOWERMENT AND WORK ENVIRONMENT | Average overall score: | Score from VT–ORG Assessment | Rationale/Possible Reasons for This Score | | Priority Level  1 = Highest  2 = Medium  3 = Lowest | | Tasks To Maintain or Build Capacity | Lead/Responsible Parties | Timeline  (Month/Year) |
| EEWE1 My organisation provides opportunities for all staff members to provide input into the development of programs, practices, and policies | |  |  | |  | |  |  |  |
| EEWE2 My organisation provides opportunities for all staff members to provide input into the evaluation of programs, practices, and policies. | |  |  | |  | |  |  |  |
| EEWE3 My organisation shows appreciation for employee efforts in meaningful ways (e.g., public recognition, note in personnel file, promotions). | |  |  | |  | |  |  |  |
| EEWE4 My organisation evaluates staff satisfaction, including job duties, organisation policies, etc. | |  |  | |  | |  |  |  |
| EMPLOYEE EMPOWERMENT AND WORK ENVIRONMENT | | Score from VT–ORG Assessment | Rationale/Possible Reasons for This Score | | Priority Level  1 = Highest  2 = Medium  3 = Lowest | | Tasks To Maintain or Build Capacity | Lead/Responsible Parties | Timeline  (Month/Year) |
| EEWE5 When needed, my organisation uses a written procedure that provides guidance for quick, effective, and confidential resolution of staff conflict. | |  |  | |  | |  |  |  |
| EEWE6 My organisation shows that respect for each person is highly valued. | |  |  | |  | |  |  |  |
| EEWE7 Diversity is welcomed, respected, and valued. | |  |  | |  | |  |  |  |
| EEWE8 Disparaging comments and other demonstrations of disrespect are not tolerated. | |  |  | |  | |  |  |  |
| EEWE9 I experience a genuine sense of positive teamwork in my organisation. | |  |  | |  | |  |  |  |
| EMPLOYEE EMPOWERMENT AND WORK ENVIRONMENT | | Score from VT–ORG Assessment | | Rationale/Possible Reasons for This Score | | Priority Level  1 = Highest  2 = Medium  3 = Lowest | Tasks To Maintain or Build Capacity | Lead/Responsible Parties | Timeline  (Month/Year) |
| EEWE10 My organisation provides formal and informal opportunities for building a sense of community and teamwork among employees. | |  | |  | |  |  |  |  |
| EEWE11 When needed, my organisation uses effective methods to address staff who are not able to contribute to a positive atmosphere or act as team players. | |  | |  | |  |  |  |  |
| EEWE12 Staff feel safe coming forward to discuss issues of workplace discrimination based on age, gender, gender identity, sexual orientation, race, religion, ability, etc. | |  | |  | |  |  |  |  |
| EEWE13 My organisation encourages use of time off. | |  | |  | |  |  |  |  |
| EMPLOYEE EMPOWERMENT AND WORK ENVIRONMENT | | Score from VT–ORG Assessment | | Rationale/Possible Reasons for This Score | | Priority Level  1 = Highest  2 = Medium  3 = Lowest | Tasks To Maintain or Build Capacity | Lead/Responsible Parties | Timeline  (Month/Year) |
| EEWE14 My organisation provides employees with a private, comfortable, and safe work space. | |  | |  | |  |  |  |  |
| EEWE15 My organisation provides opportunities for me to diversify my work tasks. | |  | |  | |  |  |  |  |

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| TRAINING AND PROFESSIONAL DEVELOPMENT | Average overall score: | Score from VT–ORG Assessment | Rationale/Possible Reasons for This Score | Priority Level  1 = Highest  2 = Medium  3 = Lowest | Tasks To Maintain or Build Capacity | Lead/Responsible Parties | Timeline  (Month/Year) |
| TPD1 My organisation orients new staff members to their job role and tasks. | |  |  |  |  |  |  |
| TPD2 My organisation provides training and education to all staff on work-related vicarious trauma and its impact on work performance. | |  |  |  |  |  |  |
| TPD3 My organisation provides training and education to all staff on strategies on how to address work-related stress and vicarious traumatization | |  |  |  |  |  |  |
| TPD4 My organisation provides onsite opportunities for training and professional development. | |  |  |  |  |  |  |
| TPD5 My organisation supports attendance at outside meetings and trainings. | |  |  |  |  |  |  |

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| TRAINING AND PROFESSIONAL DEVELOPMENT | Score from VT–ORG Assessment | Rationale/Possible Reasons for This Score | Priority Level  1 = Highest  2 = Medium  3 = Lowest | Tasks To Maintain or Build Capacity | Lead/Responsible Parties | Timeline  (Month/Year) |
| TPD6 I am prepared to cover for co-workers who are absent. |  |  |  |  |  |  |
| TPD7 My organisation informs staff about expectations, opportunities, and steps necessary for advancement, including additional training and/or certification requirements. |  |  |  |  |  |  |
| TPD8 I am encouraged to network and collaborate with co-workers and other organisations. |  |  |  |  |  |  |

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| STAFF HEALTH AND WELLNESS | Average overall score: | Score from VT–ORG Assessment | Rationale/Possible Reasons for This Score | Priority Level  1 = Highest  2 = Medium  3 = Lowest | Tasks To Maintain or Build Capacity | Lead/Responsible Parties | Timeline  (Month/Year) |
| SHW1 During the hiring and orientation of new staff, supervisors demonstrate their understanding of the risk for vicarious trauma and the importance of both individual and organisational strategies to address it by asking final job applicants to articulate their own coping strategies. | |  |  |  |  |  |  |
| SHW2 During the hiring and orientation of new staff, supervisors demonstrate their understanding of the risk for vicarious trauma and the importance of both individual and organisational strategies to address it by making final applicants aware of the organisation's strategies to reduce the negative impact of the work. | |  |  |  |  |  |  |
| STAFF HEALTH AND WELLNESS | | Score from VT–ORG Assessment | Rationale/Possible Reasons for This Score | Priority Level  1 = Highest  2 = Medium  3 = Lowest | Tasks To Maintain or Build Capacity | Lead/Responsible Parties | Timeline  (Month/Year) |
| SHW3 My organisation offers services that support individual staff members (e.g., employee assistance program, chaplain services, mental health providers). | |  |  |  |  |  |  |
| SHW4 My organisation provides opportunities for peers to support one another. | |  |  |  |  |  |  |
| SHW5 My organisation conducts exit interviews that include questions related to vicarious trauma and the organisation’s response. | |  |  |  |  |  |  |
| SHW6 Differentiation between work and non-work hours is recognized and respected. | |  |  |  |  |  |  |
| SHW7 My organisation’s policies support mental health and wellness | |  |  |  |  |  |  |

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| STAFF HEALTH AND WELLNESS | Score from VT–ORG Assessment | Rationale/Possible Reasons for This Score | Priority Level  1 = Highest  2 = Medium  3 = Lowest | Tasks To Maintain or Build Capacity | Lead/Responsible Parties | Timeline  (Month/Year) |
| SHW8 My organisation’s policies support physical health and wellness. |  |  |  |  |  |  |
| SHW9 My organisation provides wellness activities (e.g., a fitness program, mindfulness/meditation, yoga, gym access). |  |  |  |  |  |  |
| SHW10 My organisation encourages wellness activities (e.g. fitness program, mindfulness/ meditation, yoga, gym) |  |  |  |  |  |  |
| SHW11 My organisation allows me to engage in wellness activities during work time (e.g. fitness programs, mindfulness/ meditation, yoga, gym) |  |  |  |  |  |  |
| SHW12 My organisation sponsors debriefing and/or support sessions after major traumatic events. |  |  |  |  |  |  |
| SHW13 My organisation’s policies and/or practices support family members of employees. |  |  |  |  |  |  |