

Get to know **me** document



www.hospiceuk.org/compassionate-employers

How to use

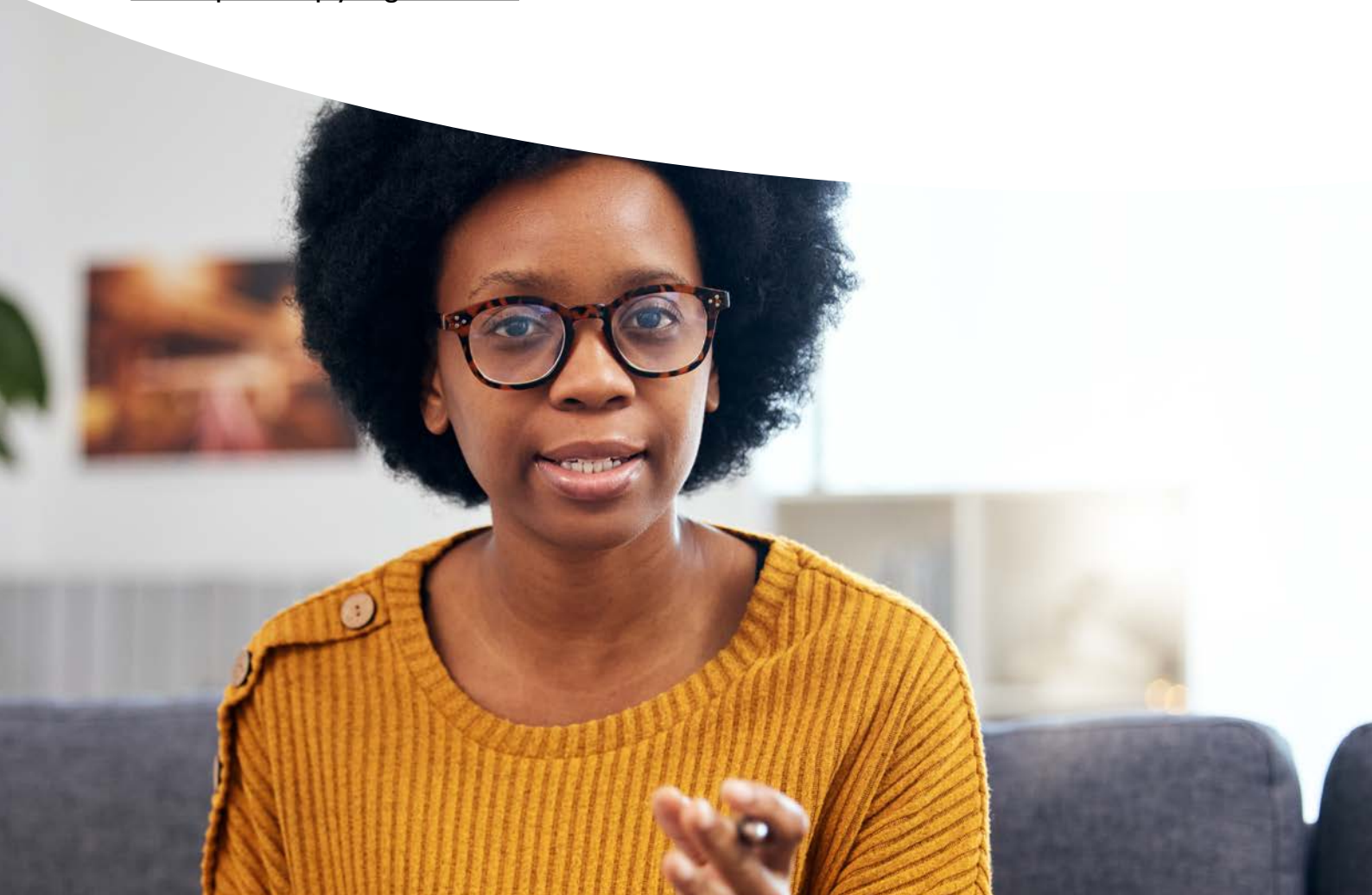
For HR and line managers

This document is designed to help build trusting and compassionate relationships between you and your employees from their very first day. We recommend sharing this document before an employee's start date, alongside your company's welcome pack and any onboarding materials.

If an employee shares that they have experienced bereavement, take time to honour their experience. Make a note of any significant dates they mention and ask how they would like to be supported during those times. If you feel unsure about how to talk about death and bereavement, **here are some tips to help you get started.**

If someone identifies they have caring responsibilities, make sure you are following your HR policies and guidance to provide appropriate support and reasonable adjustments. You can find more information on supporting carers within your team **here.**

Resources like this 'Get to know me' document are often completed once and then forgotten. We recommend treating it as a living document - something to be updated as needed. It's also a good idea to review it together with the employee during annual appraisals to reflect any changes in their circumstances.



For employees

As an employer, we are committed to fostering compassionate and supportive relationships with each of our employees from day one of their careers with us.

This document offers you the opportunity to share, at your comfort, anything that matters to you with your line manager, and how we can best support you at work.

The aim is to identify meaningful ways we can support you while building a trust-based, compassion-led relationship with your manager.

Documents like this are often completed once and then forgotten. We encourage you to treat this as a living document, something to be updated as your needs evolve. It's also a good idea to review it with your manager during annual appraisals to reflect any changes in your circumstances.

We recognise that grief is not linear, and during our working lives many of us will experience the death of someone we care about. In this document you have the opportunity to share dates which are important to you, including those that may relate to an anniversary or birthday of someone who has died. If you have experienced a bereavement and are seeking guidance or support, please take a moment to explore [this resource on how to cope with grief.](#)

Additionally, we recognise that an increasing number of the workforce are managing caring responsibilities alongside employment. Whether you are caring for child dependents, or in an unpaid caring role for family or friends, we will do our best to accommodate your needs and offer flexibility wherever possible. If you have caring responsibilities and would like advice on balancing work with your caregiving role, [this resource may be helpful.](#)

“I created this resource after my dad passed away in my early twenties. As someone just starting out in my career, I knew I needed something to help me communicate my needs to new employers. Over time, this has evolved into a tool that allows me to bring my whole self to work. It's helped me build strong, trusting relationships with my managers and teams, and it's given my colleagues the tools to support me, especially around significant dates like anniversaries and birthdays. I believe deeply in the importance of creating space for vulnerability and compassion at work. Many of us will experience significant life moments during our careers, and we deserve to be supported through them. Hopefully this document can go some of the way to help creating the support needed for employees.”

Lucy Carpenter

Compassionate Employers Lead
at Hospice UK



Compassionate Employers

All about me

About me

(Use this section as an opportunity to share with your line manager - and at your comfort - anything that matters to you. Example: I live in the West Midlands with my partner.)

My life outside work

(Use this section to share if you have any caring responsibilities for children, family or friends.)

Important dates to me

(Use this section to highlight important dates including religious holidays, children's birthdays, loved one's death anniversaries or moments where you might need more support throughout the year. Example: My dad died five years ago; sometimes I struggle on his birthday, 2 September, and his anniversary, 9 July.)

Recognising when I need support

(Use this section to highlight how you might show signs that you need additional support. Example: When I am struggling, I might seem withdrawn or tearful, or struggle to manage my workload.)

Ways I would like to be supported if I am struggling

(Use this section to highlight how your manager can support you. Example: I am not always the best at asking for help, so talk to me and ask me if I am OK. Things that help: working with my manager to prioritise tasks and share the workload because this helps alleviate stress for me.)

Additional information I would like you to know

(Use this section to highlight anything additional you would like to share that has not been covered elsewhere. Example: Outside of work I use running to help me manage my mental health, I have just completed my first half marathon!)

My working style

My working hours and flexible accommodations

(This helps identify any flexibility needed for caregiving responsibilities, whether for dependents such as children, or unpaid care roles.)

Ways I like to receive feedback

(Example: The best way to deliver it is verbally first, because I find that constructive feedback can be misunderstood online through Teams or by email. I also like to have a follow-up with written feedback which allows me to reference it later.)

Support I need to help me perform at my best

(Use this section to highlight your preferred learning styles and any support you may need from your manager. Example: I learn best through doing something rather than written instruction. I appreciate the opportunity to shadow or work through a task together the first time completing it.)

My one-to-one time - frequency, objectives, and location

(Example: I thrive on communication and connection, so having a weekly one-to-one with my manager is crucial for staying on track. Some weeks, this might be an informal coffee chat, while at other times it may be a more structured, objective-driven meeting.)

Useful skills and interests

(Example: I speak French and Spanish and I am happy to support colleagues or patients where English is not their first language.)

Additional information I would like you to know

(Use this section to highlight anything further that you would like to share that has not been covered already. This may include additional support you require. Example: I am dyslexic and like to have time to pre-read any work before team activities.)

Compassionate Employers

Since 2019, we have been supporting organisations to build compassionate workplaces where employees feel seen and supported through life's toughest moments.

Our work is grounded on three key pillars:

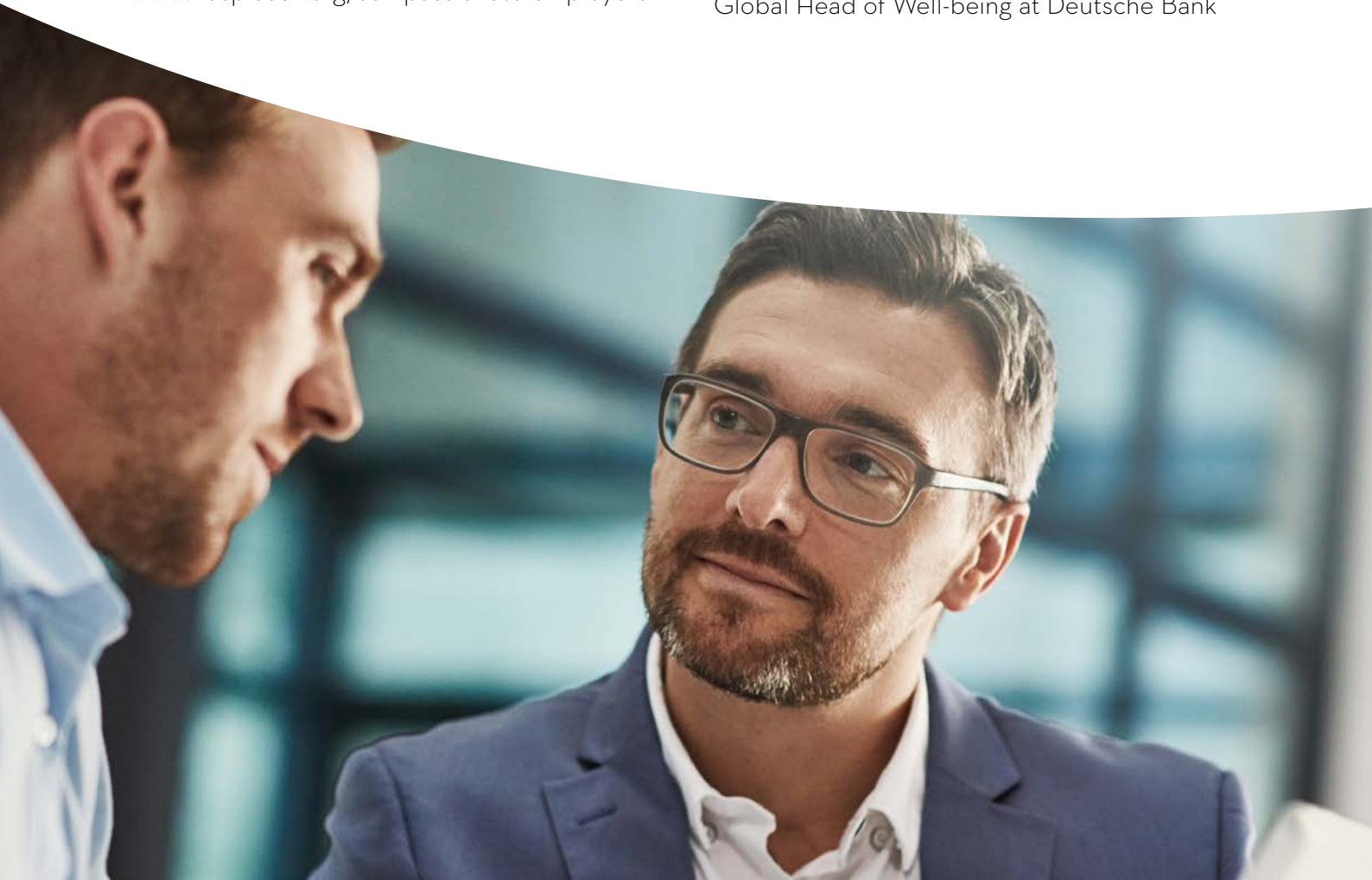
- **Visibility** – Raising awareness year-round through key campaigns, helping to break the stigma around difficult topics.
- **Education** – Equipping managers and employees with the skills to lead and communicate with compassion.
- **Connection** – Creating organisations rooted in human-centred policies that ensure fair, consistent support for all, while also strengthening peer support through staff networks and community-building.

Want to learn more? Get in touch:
compassionateemployers@hospiceuk.org

Visit our website
www.hospiceuk.org/compassionate-employers

“In times of loss, offering the much needed support to our employees is an imperative. At Deutsche Bank, we are committed to creating a health promoting and caring work environment, where employees feel comfortable asking for support when needed and where we are empowering our managers to act with empathy. I can only recommend Compassionate Employers to all employers. It is a “grief toolbox” that is easy to use, for grieving employees, their managers, and other important stakeholders in the process. We are proud to be a Compassionate Employer”

Nasrin Oskui
Global Head of Well-being at Deutsche Bank





About Hospice UK

Hospice care eases the physical and emotional pain of death and dying. Letting people focus on living, right until the end.

But too many people miss out on this essential care. Hospice UK fights for hospice care for all who need it, for now and forever.

www.hospiceuk.org 020 7520 8200

 @hospiceuk  /hospiceuk

Hospice UK, Hospice House, 34 - 44 Britannia Street, London WC1X 9JG

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