

Using this Resource

This resource aims to provide a flexible framework/toolkit to work towards to improve and promote the health and wellbeing of your most valuable asset – your staff!

The Award has four levels – Certificate, Bronze, Silver and Gold:

1. **Certificate** To achieve the ‘Certificate level’ the **core** criteria for topics 1-3 must be achieved
2. **Bronze** To achieve the ‘Bronze level’ the **core** criteria for each of the nine topic areas has to be achieved
3. **Silver** To achieve the ‘Silver level’ the Bronze level has to be achieved, plus **30** additional criteria from any of the topic areas
4. **Gold** To achieve the ‘Gold level’ both the Bronze level and Silver level have to be achieved plus **30** additional criteria from any of the topic areas

Between each set of criteria we have included a local example for inspiration. These pages are indicated with a purple heart.

Flexibility of Criteria

The Bronze level provides the foundation and the heart of the healthy workplace by ensuring that an element from each criteria is achieved. For the Silver and Gold award levels there is more flexibility to ensure the needs of the particular business are achieved. You can choose any areas of the criteria to make up your additional points.

Award Assessments

- This will include a self-assessment process (using online resource via our website)
- Documentation to support the achievement of the award will be needed and can be uploaded to your online toolkit
- Following this, the assessment team will make a visit to your business to confirm you meet the required criteria (visits can be arranged at a time to suit you anytime between April – December, each year)
- The team will want to meet and interview representatives from all levels of the organisation and your working group
- Confirmation of the award will be sent and you will be presented with your award achievement at our official annual Award ceremony in March
- Feedback will be given on whether you have been successful and what action, if any, needs to follow, plus any recommendations to support your workplace going forward