# HEALTH AND WELLBEING

## IN THE WORKPLACE IS WORTH INVESTING IN

You can use this tool to help you get started!

HWB INSPIRATION

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# HWB INSPIRATION ARE HERE TO HELP

## WE CAN SUPPORT YOU ON YOUR JOURNEY TO IMPROVING WORKPLACE HEALTH AND WELLBEING

**Who are HWB Inspiration?**
Health and Wellbeing ("HWB") Inspiration is a collaborative effort founded by two organisations, PACE and Aspire, to help other organisations achieve a healthy workplace by keeping their staff happy, healthy, and in work.

We achieve this through our evidence-based strategic approaches, as well as the easy-to-use toolkit you are reading now. We offer these tools to organisations in order to provide a bespoke service to suit their needs.

Over the last 10 years we have worked to help individuals, teams and organisations develop and implement strategies to achieve high performance. We have worked with a range of private and public sector organisations including health, education, law, local government, voluntary sector, and other industries.

**Contact us:**
Whether you're ready to make a positive change in your organisation, or simply want to assess how you're performing already, talk to us about how we can help you by emailing us at **info@hwbinspiration.com**

Su (left) and Claire (right) co-founded HWB Inspiration as a way to help organisations keep their staff happy, healthy, and in work

VISIT OUR WEBSITE FOR MORE INFORMATION: **HWBINSPIRATION.COM**

SHARE YOUR PROGRESS WITH US VIA TWITTER **@HWBINSPIRATION**

STAY IN THE LOOP AND JOIN OUR LINKEDIN GROUP **"HWB INSPIRATION"**

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# THE COST OF AN UNHEALTHY WORKPLACE

## IS LIKELY HIGHER THAN YOU THINK, BUT CAN BE OFFSET BY A GOOD STRATEGIC APPROACH

SICKNESS ABSENCE COSTS £554 PER YEAR x NUMBER OF EMPLOYEES = £1000's! (OR MAYBE MORE)

**What is the cost of an unhealthy workplace?**

**Employee sickness impacts organisational performance and profit:**

- The annual cost of sickness absence for UK businesses is around £554 per employee (The Chartered Institute of personnel and development [CIPD] 2018)
- The annual cost of mental health related presenteeism (people coming to work and underperforming due to ill-health) is £605 per employee (CIPD / MIND 2011)

**Mental ill health is now the most common cause of long-term absence from work:**

- Mental ill health is the most common cause of long-term absence accounting for 59% (CIPD 2019)
- It costs £3.1 billion to replace staff who leave their jobs due to mental ill-health each year (Centre for Mental Health 2017)

**Work contributes to mental ill health for over half of UK employees:**

- 61% of UK employees have experienced a mental health issue due to work or where work was a contributing factor, and 33% of the UK workforce have been formally diagnosed with a mental health condition at some point in their life (Business in the community 2018)

**Developing a strategic approach to health and psychological wellbeing can positively impact on your organisations through:**

- Business performance
- Employee morale and engagement
- Organisational citizenship
- Attendance i.e. sickness absence and presenteeism
- Behaviours i.e. innovation and creativity (Robertson 2019)

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# THIS INTERACTIVE TOOLKIT

## USES OUR HWB FRAMEWORK TO ASSESS YOUR WORKPLACE

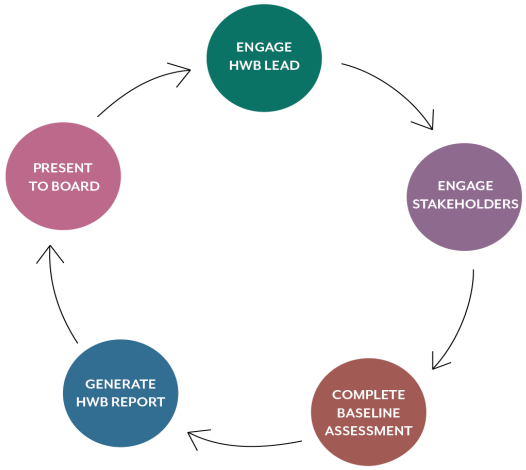
WE CAN CONDUCT THE ASSESSMENT FOR YOU

WE CAN CONDUCT IT IN PARTNERSHIP WITH YOU

YOU CAN USE OUR TOOL TO ASSESS BY YOURSELF

**How to fill in the HWB toolkit:**
Navigate through the document using the forward / back buttons or labelled tabs. Fill in each sheet using the coloured drop down options, which correspond to how your organisation performs in each health and wellbeing related task (see the key below for more information on each option). This will then generate a personalised dashboard, sharing your performance scores and highlighting areas for improvement.

**Key:**
**Fully met** - You can show evidence for all of the criteria / indicators within each section of the domain.
**Partially met** - you can show evidence for some of the criteria within each section of each domain.
**Not met** - You cannot show evidence for any of the criteria within each section of each domain.
**Not applicable** - The section in the domain isn't relevant to your organisation.

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# THE HWB ASSESSMENT FRAMEWORK

## ASSESSES FOUR DOMAINS OF WORKPLACE HEALTH & WELLBEING IN A VARIETY OF WAYS

BACKGROUND & BENEFITS:

- The Health & Wellbeing Baseline Assessment Framework (HWBAF) was developed as part of a system wide project across health and care organisations in Manchester in 2017. The project was commissioned by the City of Manchester Health & Wellbeing Board, funded through the Greater Manchester Transformation Challenge Award Fund.
- The purpose of this assessment framework is to help your organisation gain an understanding of the health and wellbeing strategies and interventions in place.
- It is designed to enable your organisation to identify areas of good practice and areas for improvement.
- You can repeat the assessment as often as you wish, to demonstrate progress to your managers and staff.
- The assessment should be considered in conjunction with the six Management Standards from the Health and Safety Executive and triangulated with other data you have such as staff surveys, Occupational Health referral patterns, trends for grievances, etc.

### DOMAIN 1:

**GOOD HEALTH FOR ALL**

**Goal:**

- Ill health is prevented and good health is sustained and improved for everyone.

**Sections:**

- Organisational commitment to HWB
- HWB services
- HWB workshops and support groups
- HWB environment
- HWB policies

### DOMAIN 2:

**LEADERSHIP**

**Goal:**

- Leaders and managers in the organisation demonstrate support for HWB and role model HWB behaviours.

**Sections:**

- Leadership behaviours
- Leadership learning and development

### DOMAIN 3:

**CULTURE**

**Goal:**

- The way we do things around here is supportive of HWB.

**Sections:**

- HWB learning and development offer for staff
- HWB norms

### DOMAIN 4:

**MENTAL HEALTH, DISABILITY & LONG TERM CONDITIONS**

**Goal:**

- We support people with any physical or mental impairment that has an impact on their ability to work, to get in work, stay in work and flourish in work

**Sections:**

- Get in
- Get on
- Get further

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# DOMAIN 1: GOOD HEALTH FOR ALL

## Goal:

Ill health is prevented, and good health is sustained and improved for everyone

## Sections here include:

Organisational commitment to HWB, HWB services, HWB support/interventions, HWB environment, and HWB policies

Back

You can add evidence of how you have met each criteria in the evidence box which accompanies each indicator

Forward

## Section 1: Organisational commitment to HWB

| Indicator 1 | Criteria | Status | Evidence |
|---|---|---|---|
| A staff needs assessment is undertaken regularly (at least once a year) via surveys/focus groups to assess the needs and requirements of staff in relation to health and wellbeing (HWB) | Survey of staff needs related to health and wellbeing (HWB) undertaken annually<br><br>Performance development reviews (PDR) cover HWB of staff members and actions<br><br>Organisation uses HSE Management Standards to identify causes of stress and takes action (e.g. uses HSE Stress Indicator Tool or equivalent - http://bit.ly/2ISKHal) | Not applicable | |

| Indicator 2 | Criteria | Status | Evidence |
|---|---|---|---|
| HWB outcomes are assessed at least annually (via a specific HWB survey or questions added to the annual staff survey; sickness absence data is recorded with reasons for sickness absence) | Sickness absence data is analysed in relation to stress and HWB (e.g. number of days lost, cost of sickness absence, reasons for absence recorded)<br>The organisation has signed up to the voluntary reporting on mental health, disability and wellbeing framework - https://www.gov.uk/government/publications/voluntary-reporting-on-disability-mental-health-and-wellbeing<br><br>Staff are asked about their HWB via a survey or some other mechanism (and questions include presenteeism, engagement, stress, pressure, wellbeing)<br><br>HWB targets, where appropriate, are applied and met | Not applicable | |

| Indicator 3 | Criteria | Status | Evidence |
|---|---|---|---|
| HWB structures and processes in place led by executives, HWB lead, and HWB champions | HWB strategy in place<br><br>HWB action plan in place and monitored<br><br>Designated budget for HWB identified<br><br>Named HWB lead<br><br>HWB champion role embedded in the organisation<br><br>Regular communications and promotional activity<br><br>Regular HWB policy search to ensure that the organisation is an exemplar HWB employer | Not applicable | |

| Indicator 4 | Criteria | Status | Evidence |
|---|---|---|---|
| HWB strategy, interventions, and measures are aligned with the organisational strategy, priorities, and business objectives | HWB is a dimension within the organisations strategy<br><br>The organisation strategy has a set of HWB SMART objectives | Not applicable | |

| Indicator 5 | Criteria | Status | Evidence |
|---|---|---|---|
| HWB steering group monitors HWB action plan, HWB outcomes, and HWB interventions, and reports this back to the board | HWB steering group meet regularly and monitor HWB action plan<br><br>Progress against the HWB action plan is reported to the Board quarterly<br><br>HWB outcomes are monitored by the steering group and Board | Not applicable | |

## Section 2: HWB Services

| Indicator 1 | Criteria | Status | Evidence |
|---|---|---|---|
| The organisation provides an occupational health service that is reviewed and evaluated regularly | Occupational health provision is available to all staff<br>Service offers self-referral as well as management referral<br>Service reviewed at least annually<br>User satisfaction and service evaluation carried out annually<br>Referrals to counselling due to work-related stress/anxiety/mental health issues monitored annually | Not applicable | |

| Indicator 2 | Criteria | Status | Evidence |
|---|---|---|---|
| On site (or time is given to attend) MOT health screening checks are available to all staff (e.g. blood pressure, weight) | Health screening checks are available annually to all staff | Not applicable | |

| Indicator 3 | Criteria | Status | Evidence |
|---|---|---|---|
| Free/subsidized gym and on site physical activity classes are provided | Free or subsidised gym is available to all staff<br>Physical activity classes are available to all staff | Not applicable | |

| Indicator 4 | Criteria | Status | Evidence |
|---|---|---|---|
| Smoking cessation is encouraged (visibly support "No Smoking" day, smoke free environment) and on-site service is provided (or stop smoking service is promoted and time off is given to attend) | Smoking cessation support is proactively offered to all staff<br>Time is given to staff to attend smoking cessation | Not applicable | |

| Indicator 5 | Criteria | Status | Evidence |
|---|---|---|---|
| Fast track counselling and employee assistance programme (EAP) services are available and accessible to all (either on-site or time given to attend) | Fast track counselling is available to all staff<br>EAP service is available to all staff<br>Time is given to staff to attend counselling/EAP | Not applicable | |

| Indicator 6 | Criteria | Status | Evidence |
|---|---|---|---|
| Weight loss/healthy eating/cooking programmes available and accessible (either on-site or time given to attend) | Access to weight loss classes is offered and available to all staff and time is given to attend<br>Healthy eating/cookery classes are available to all staff and time is given to attend | Not applicable | |

| Indicator 7 | Criteria | Status | Evidence |
|---|---|---|---|
| Induction programmes include focus on HWB | Induction contains reference to the organisations approach to supporting a healthy work environment and HWB for staff | Not applicable | |

| Indicator 8 | Criteria | Status | Evidence |
|---|---|---|---|
| Voluntary work schemes are available (staff are given time off to volunteer) | Staff are given time to do volunteer work alongside their role within their organisation<br>There is an explicit policy that underpins voluntary work schemes | Not applicable | |

| Any other services provided? Please list below: | |
|---|---|
| | |

## Section 3: HWB workshops and support groups

| Indicator 1 | Criteria | Status | Evidence |
|---|---|---|---|
| Diabetes awareness | Diabetes awareness support or workshops are offered to all staff (or are included in other training and development) | Not applicable | |

| Indicator 2 | Criteria | Status | Evidence |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Personal resilience | Resilience workshops or coaching support is offered to all staff | Not applicable | |

| Indicator 3 | Criteria | Status | Evidence |
|---|---|---|---|
| Back care | Back care workshops are offered to all staff (or are included in other training and development) | Not applicable | |

| Indicator 4 | Criteria | Status | Evidence |
|---|---|---|---|
| Financial fitness | Access to financial fitness workshops or support is offered to all staff (or is included in other training and development) | Not applicable | |

| Indicator 5 | Criteria | Status | Evidence |
|---|---|---|---|
| Work-life balance | Work life balance workshops are offered to all staff (or are included in other training and development) | Not applicable | |

| Indicator 6 | Criteria | Status | Evidence |
|---|---|---|---|
| Heart care | Heartcare awareness support e.g. workshops are offered to all staff (or are included in other training and development) | Not applicable | |

| Indicator 7 | Criteria | Status | Evidence |
|---|---|---|---|
| LGBT support/awareness | LGBT awareness training is offered to all staff (or is included in other training and development) and support groups are available | Not applicable | |

| Indicator 8 | Criteria | Status | Evidence |
|---|---|---|---|
| Health and safety/injury prevention | Health and safety training workshops are offered to all staff | Not applicable | |

| Indicator 9 | Criteria | Status | Evidence |
|---|---|---|---|
| Substance use and misuse | Substance use and misuse awareness support or workshops are offered to all staff (or are included in other training and development) | Not applicable | |

| Indicator 10 | Criteria | Status | Evidence |
|---|---|---|---|
| Meditation | Meditation workshops/training are/is available to all staff | Not applicable | |

| Indicator 11 | Criteria | Status | Evidence |
|---|---|---|---|
| Mindfulness | Mindfulness workshops/training is available to all staff | Not applicable | |

| Indicator 12 | Criteria | Status | Evidence |
|---|---|---|---|
| BME support/awareness | BME awareness workshops are offered to all staff (or are included in other training and development) and support groups are available | Not applicable | |

| Indicator 13 | Criteria | Status | Evidence |
|---|---|---|---|
| Mental health and disability awareness | Mental health and disability awareness training is offered to all staff and support groups are available | Not applicable | |

| Any other services provided? Please list below: | |
|---|---|
| | |

## Section 4: Environment

| Indicator 1 | Criteria | Status | Evidence |
|---|---|---|---|
| Healthy food/drink choices in meetings and staff restaurants, where applicable | Healthy food and drinks are offered in meetings (if applicable)<br><br>Staff restaurants contain healthy food and drink options at times when staff access them | Not applicable | |

| Indicator 2 | Criteria | Status | Evidence |
|---|---|---|---|
| Clean, safe, inviting stairwells with clear signage to encourage staff to take the stairs | Staff are encouraged to use the stairs where appropriate<br>Stairwells are clearly signposted, clean, safe, and accessible | Not applicable | |

| Indicator 3 | Criteria | Status | Evidence |
|---|---|---|---|
| Marked walks across sites which are promoted for all | Walks around the organisations estate are clearly marked<br><br>Walking during breaks and lunch times is promoted to all staff | Not applicable | |

| Indicator 4 | Criteria | Status | Evidence |
|---|---|---|---|
| Bicycle racks on all sites and bike scheme promoted to all | The organisation has (and promotes) a cycle to work scheme<br><br>Bike racks are available on all sites | Not applicable | |

| Indicator 5 | Criteria | Status | Evidence |
|---|---|---|---|
| Disabled parking spaces are provided specifically for staff | Disabled parking spaces for staff are available on all staff car parks | Not applicable | |

| Indicator 6 | Criteria | Status | Evidence |
|---|---|---|---|
| Work environment assessments and adjustments are provided including work load and flexible working hours adjustments | Work environment assessments and adjustments are provided for all staff<br><br>Workload adjustments and flexible working is available for all staff | Not applicable | |

| Indicator 7 | Criteria | Status | Evidence |
|---|---|---|---|
| Clean, well equipped kitchens and restrooms are provided with physical access to all | All staff on all sites have access to a kitchen with a fridge and drinkable water | Not applicable | |

| Indicator 8 | Criteria | Status | Evidence |
|---|---|---|---|
| Regular breaks are encouraged that include promotion of access to fresh air, mindfulness, and physical activities | Regular breaks are visibly promoted for all staff | Not applicable | |

| Indicator 9 | Criteria | Status | Evidence |
|---|---|---|---|
| The HWB strategy and related implementation activities are communicated in a clear and accessible manner via a range of methods | HWB activities and the organisations approach to HWB is actively promoted visibly by a range of methods | Not applicable | |

| Indicator 10 | Criteria | Status | Evidence |
|---|---|---|---|
| The HWB strategy and related implementation activities are branded in such a way that HWB initiatives are recognized easily | HWB has a brand within the organisation | Not applicable | |

## Section 5: Policies

| Indicator 1 | Criteria | Status | Evidence |
|---|---|---|---|
| Flexible working | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 2 | Criteria | Status | Evidence |
|---|---|---|---|
| Supporting and retaining older workers | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 3 | Criteria | Status | Evidence |
|---|---|---|---|
| Work life balance | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 4 | Criteria | Status | Evidence |
|---|---|---|---|
| Mental health and wellbeing | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 5 | Criteria | Status | Evidence |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Disability | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 6 | Criteria | Status | Evidence |
|---|---|---|---|
| Voluntary work scheme | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 7 | Criteria | Status | Evidence |
|---|---|---|---|
| Absence/sickness | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 8 | Criteria | Status | Evidence |
|---|---|---|---|
| Return to work | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 9 | Criteria | Status | Evidence |
|---|---|---|---|
| Bullying and harassment | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 10 | Criteria | Status | Evidence |
|---|---|---|---|
| Violence at work | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 11 | Criteria | Status | Evidence |
|---|---|---|---|
| Whistle blowing | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 12 | Criteria | Status | Evidence |
|---|---|---|---|
| Paternal/compassionate leave | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 13 | Criteria | Status | Evidence |
|---|---|---|---|
| Home based working | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 14 | Criteria | Status | Evidence |
|---|---|---|---|
| Alternative work arrangements | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 15 | Criteria | Status | Evidence |
|---|---|---|---|
| Conflict resolution and mediation | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 16 | Criteria | Status | Evidence |
|---|---|---|---|
| Inclusive recruitment and selection | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 17 | Criteria | Status | Evidence |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Health and safety | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 18 | Criteria | Status | Evidence |
|---|---|---|---|
| Substance misuse | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 19 | Criteria | Status | Evidence |
|---|---|---|---|
| Inclusion, equality, and diversity | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 20 | Criteria | Status | Evidence |
|---|---|---|---|
| Appraisals | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 21 | Criteria | Status | Evidence |
|---|---|---|---|
| Lone working | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 22 | Criteria | Status | Evidence |
|---|---|---|---|
| Organisational change procedure/s | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 23 | Criteria | Status | Evidence |
|---|---|---|---|
| No smoking | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 24 | Criteria | Status | Evidence |
|---|---|---|---|
| Work environment and assessment | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

| Indicator 25 | Criteria | Status | Evidence |
|---|---|---|---|
| Dignity at work | Fully met = policy is available, accessible and reviewed regularly<br>Partially met = policy is either not accessible or reviewed regularly<br>Not met = policy is not available | Not applicable | |

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# DOMAIN 2: LEADERSHIP

**Goal:**

Leaders and managers in the organisation demonstrate support for HWB and role model HWB behaviours

Sections here include:

HWB leadership behaviours, and HWB learning and development for leaders/managers

Back

You can add evidence of how you have met each criteria in the evidence box which accompanies each indicator

Forward

## Section 1: Leadership behaviours

| Indicator 1 | Criteria | Status | Evidence |
|---|---|---|---|
| Executive team and the Board have active involvement in and support of HWB strategy/action plan and monitor outcomes | Executive team & Board members are involved in the development of the HWB strategy<br><br>Executive team & Board members attend the HWB steering group and monitor outcomes | Not applicable | |

| Indicator 2 | Criteria | Status | Evidence |
|---|---|---|---|
| Executive team role model behaviours to support wellness in self and others (e.g. work-life balance, physical activity, resilience) | Executive team & Board members get involved in HWB activities<br><br>Executive team & Board members hold conversations with staff about HWB | Not applicable | |

| Indicator 3 | Criteria | Status | Evidence |
|---|---|---|---|
| CEO and other executives hold listening groups that include discussions on HWB | Executive team & Board members hold specific listening groups with staff about HWB | Not applicable | |

| Indicator 4 | Criteria | Status | Evidence |
|---|---|---|---|
| Organisational change is led and managed appropriately (policy in place, lead, developmental activity including transition, career advice, workshops on change, clear advice on staff, and Trade Union engagement) | Organisational change policy in place and workshops, advice, and support is in place<br><br>All staff are engaged in organisational change | Not applicable | |

| Indicator 5 | Criteria | Status | Evidence |
|---|---|---|---|
| Leaders/managers know the HWB needs of their own teams/team members and have a plan focused on HWB. HWB is discussed regularly in team meetings | The organisaton supports managers to discuss HWB with their staff in team meetings | Not applicable | |

| Indicator 6 | Criteria | Status | Evidence |
|---|---|---|---|
| Leaders/managers have regular one to ones with team members that include a focus on HWB | The organisaton supports managers to discuss HWB with their staff in 1:1 meetings and user wellness action plans to support conversations - https://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-your-staff/employer-resources/wellness-action-plan-download/ | Not applicable | |

## Section 2: Leadership learning and development

| Indicator 1 | Criteria | Status | Evidence |
|---|---|---|---|
| Leaders are aware of the organisational responsibility under the Equality Act 2010 via information and workshops | The Equality Act 2010 is promoted and discussed in training and development<br><br>The organisation assesses its managers' awareness of their responsibilities within the Act | Not applicable | |

| Indicator 2 | Criteria | Status | Evidence |
|---|---|---|---|
| Leaders and managers are provided with coaching and other developmental opportunities in relation to conversations with staff about HWB issues, including mental health | Leaders and managers are given training or coaching or other support in having conversations with staff about their HWB and mental health | Not applicable | |

| Indicator 3 | Criteria | Status | Evidence |
|---|---|---|---|
| All line managers are able to attend training on all policies relevant to HWB | There is training available for all policies related to HWB and the training is accessible to all staff | Not applicable | |

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# DOMAIN 3: CULTURE

## Goal:

The way we do things around here is supportive of HWB

## Sections here include:

HWB employee learning and development and HWB norms

Back

You can add evidence of how you have met each criteria in the evidence box which accompanies each indicator

Forward

## Section 1: HWB Learning and development offer for staff

| Indicator 1 | Criteria | Status | Evidence |
|---|---|---|---|
| A coaching culture is applied, such that coaching and mentoring is available to all line managers, and managers are able to become coaches or attend coaching training | Coaching conversations training is available to all staff<br>The organisation has a coaching strategy and Executive lead<br>Executives actively coach/mentor<br>Coaching is available to all managers | Not applicable | |

| Indicator 2 | Criteria | Status | Evidence |
|---|---|---|---|
| Workshops and programmes are available to all staff about civility at work, having courageous and difficult conversations, giving and receiving feedback, and conflict management | Civility at work, courageous conversations, giving and receiving feedback and conflict management training is available to all staff | Not applicable | |

| Indicator 3 | Criteria | Status | Evidence |
|---|---|---|---|
| Managers feel confident and are consistent in having conversations with their staff about HWB, sickness, support needed, reasonable adjustments, and so on | The organisation asks managers how confident they feel in having conversations with their staff about HWB, sickness absence, making reasonable adjustments<br>Support is available to managers if they do not feel confident | Not applicable | |

## Section 2: Norms: this is the way we do things around here (you include the following questions or similar in annual surveys and show year on year improvement)

| Indicator 1 | Criteria | Status | Evidence |
|---|---|---|---|
| People frequently engage in open, honest, safe, and courageous conversations | Staff survey shows year on year improvement (or high score) | Not applicable | |

| Indicator 2 | Criteria | Status | Evidence |
|---|---|---|---|
| Recognition and positive feedback is given and received on a regular basis | Staff survey shows year on year improvement (or high score) | Not applicable | |

| Indicator 3 | Criteria | Status | Evidence |
|---|---|---|---|
| The workplace feels psychologically and physically safe and issues are raised without fear of stigma or reprisal | Staff survey shows year on year improvement (or high score) | Not applicable | |

| Indicator 4 | Criteria | Status | Evidence |
|---|---|---|---|
| All HWB policies are known about, adhered to, and applied effectively | Staff survey shows year on year improvement (or high score) | Not applicable | |

| Indicator 5 | Criteria | Status | Evidence |
|---|---|---|---|
| Inclusion, fairness, respect, and equality are lived values and unfair or inappropriate behaviour is challenged | Staff survey shows year on year improvement (or high score) | Not applicable | |

| Indicator 6 | Criteria | Status | Evidence |
|---|---|---|---|

| | | | |
|---|---|---|---|
| All staff feel engaged and are involved in decisions about HWB and other issues that affect them | Staff survey shows year on year improvement (or high score) | Not applicable | |

| Indicator 7 | Criteria | Status | Evidence |
|---|---|---|---|
| Regular discussions are held at self, team, and organisational level about HWB | Staff survey shows year on year improvement (or high score) | Not applicable | |

| Indicator 8 | Criteria | Status | Evidence |
|---|---|---|---|
| The organisation takes positive action on HWB on an annual basis | Staff survey shows year on year improvement (or high score) | Not applicable | |

| Indicator 9 | Criteria | Status | Evidence |
|---|---|---|---|
| The organisation tracks levels of MSK problems as a result of work activity on an annual basis | Staff survey shows year on year improvement (or high score) | Not applicable | |

| Indicator 10 | Criteria | Status | Evidence |
|---|---|---|---|
| The organisations tracks levels of reported work related stress on an annual basis | Staff survey shows year on year improvement (or high score) | Not applicable | |

HWB INSPIRATION

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# DOMAIN 4: MENTAL HEALTH, DISABILITY & LONG TERM CONDITIONS

## Goal

We support people with any physical or mental impairment that has an impact on their ability to work, to get in work, stay in work, and flourish in work

Sections here include:
Get In, Get On, Get Further

Back

You can add evidence of how you have met each criteria in the evidence box which accompanies each indicator

Forward

## Section 1: Get in

People with long-term conditions are supported to get into work

| Indicator 1 | Criteria | Status | Evidence |
|---|---|---|---|
| Leaders and managers can access training to support them in recruiting staff with a declared condition | Training on recruiting staff with a declared condition is available to all staff<br><br>Compliance in fair recruitment processes is monitored and reported on<br><br>At least one member of the recruitment panel must have undertaken training in avoiding bias and discrimination | Not applicable | |

| Indicator 2 | Criteria | Status | Evidence |
|---|---|---|---|
| Workforce (including Leadership teams) are representative of the diverse make-up of the organizational and local communities they serve) | The organisation actively recruits their workforce to be representative of the wider community they serve and monitor this | Not applicable | |

| Indicator 3 | Criteria | Status | Evidence |
|---|---|---|---|
| The organisation has a clear monitoring process that is used and reliable data on number of people with a declared condition who apply, are shortlisted, and are successful | The organisation monitors number of applicants, shortlisted and successful<br><br>This data is reported regularly to the Board | Not applicable | |

| Indicator 4 | Criteria | Status | Evidence |
|---|---|---|---|
| The organisation has initiatives to attract people with long-term conditions | The organisation is a Disability Confident employer | Not applicable | |

| Indicator 5 | Criteria | Status | Evidence |
|---|---|---|---|
| The organisation has testimonials from people with long-term conditions on recruitment websites | Testimonials are on websites and intranet | Not applicable | |

## Section 2: Get on

People with long-term conditions are supported at work

| Indicator 1 | Criteria | Status | Evidence |
|---|---|---|---|
| There is a clear process for making reasonable adjustments | Guidance is available<br><br>Reasonable adjustments are monitored and reported on<br><br>Managers' confidence in making reasonable adjustments is monitored and reported on<br><br>Occupational Health or other support is available for managers and staff to support reasonable adjustments | Not applicable | |

| Indicator 2 | Criteria | Status | Evidence |
|---|---|---|---|
| Disability networks are available and promoted | Disability networks are available and promoted<br><br>There is an organisational lead sponsor/champion | Not applicable | |

| | | | |
|---|---|---|---|
| widely in the organisation | There is an organisational lead sponsor/champion | Not applicable | |

| Indicator 3 | Criteria | Status | Evidence |
|---|---|---|---|
| Senior managers and people with declared conditions are provided with support for on-boarding | Senior managers are supported to on-board people with declared conditions<br><br>People with declared conditions are given on-boarding support when they join the organisation | Not applicable | |

| Indicator 4 | Criteria | Status | Evidence |
|---|---|---|---|
| Induction includes reference to support available to staff with specific needs, including mental health and disability awareness | Induction includes signposting to training available<br><br>Training is available | Not applicable | |

| Indicator 5 | Criteria | Status | Evidence |
|---|---|---|---|
| The organisation has named people to support staff with a condition and their managers | Managers are given a named support person to support staff with a declared condition<br><br>People with a declared condition are given a named person to support them | Not applicable | |

| Indicator 6 | Criteria | Status | Evidence |
|---|---|---|---|
| The organisation records sickness absence data due to disability | The organisation records and monitors sickness absence due to disability | Not applicable | |

| Indicator 7 | Criteria | Status | Evidence |
|---|---|---|---|
| Absence management processes are adapted for disability related absence | The organisation adapts absence policies and procedures for disability related absence | Not applicable | |

| Indicator 8 | Criteria | Status | Evidence |
|---|---|---|---|
| Data is recorded and monitored for disabled staff in terms of staff survey, disciplinary, grievances, promotions, bandings, leavers, training etc. | Data on sickness absence, disciplinary, grievances, promotion, leavers, bandings, and training is broken down by disabled and non disabled, and monitored for differences and action taken<br><br>The data is reported to the Board | Not applicable | |

| Indicator 9 | Criteria | Status | Evidence |
|---|---|---|---|
| The organisation has a specific disability policy which includes paid disability leave | The organisation has a disability policy which includes paid disability leave | Not applicable | |

| Indicator 10 | Criteria | Status | Evidence |
|---|---|---|---|
| The organisation offers employment protection for terminally ill workers | The organisation has signed up to Dying to Work charter | Not applicable | |

## Section 3: Get further

People with long-term conditions are supported to flourish at work

| Indicator 1 | Criteria | Status | Evidence |
|---|---|---|---|
| Mentors are provided for people with conditions | All staff with declared conditions long-term have access to mentors | Not applicable | |

| Indicator 2 | Criteria | Status | Evidence |
|---|---|---|---|
| There is an executive lead for equality, diversity, and inclusion | There is an executive lead for equality, diversity, and inclusion | Not applicable | |

| Indicator 3 | Criteria | Status | Evidence |
|---|---|---|---|
| There is specific career support for people with conditions | Career support is available to all staff with declared long-term conditions | Not applicable | |

| Indicator 4 | Criteria | Status | Evidence |
|---|---|---|---|
| The organisation monitors responses to their staff survey from staff who are and are not disabled, checks for any differences in experience, and takes action | The organisation breaks down data provided in the staff survey into disabled and non disabled, monitors differences, and takes action | Not applicable | |

HWB

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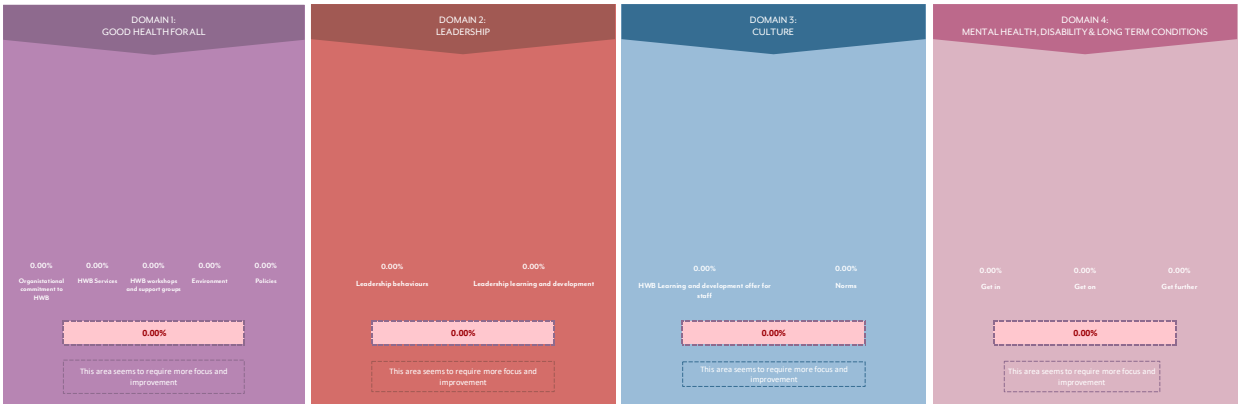


Have you identified some areas for improvement? Get in touch today to find out how HWBInspiration can help you achieve your goals! Email: **hwbinspiration@outlook.com**