



CHARTER GUIDANCE DOCUMENT

A local accreditation scheme to recognise the efforts of workplaces in Leicestershire, Leicester & Rutland in supporting the health and wellbeing of their employees.

www.active-together.org/wellbeingatwork



The Wellbeing at Work programme is delivered in partnership with our Local Authority funding partners across Leicestershire, Leicester & Rutland.

02 VISION AND BACKGROUND

THE LEICESTERSHIRE, LEICESTER & RUTLAND VISION FOR WORKPLACE WELLBEING

Foreword

The personal and financial benefits of improved workplace health and wellbeing, prior to the COVID-19 pandemic, was well documented. In the current climate, individuals and organisations have a renewed and increased appetite for physical, social and mental wellbeing, in an effort to prevent ill health both in the short and long-term. It's more important than ever that employees feel supported to look after their health and wellbeing at work (whether they are at work in person or working remotely).

As an employer, improving the habits and behaviours of employees will support improvements in productivity and a reduction in sickness absence, presenteeism and staff turnover.

Wellbeing at Work is designed to support local workplaces across Leicestershire, Leicester and Rutland (LLR) to prioritise and promote employee health and wellbeing, by adopting an approach which works for organisations based on their employees needs, values and beliefs. By encouraging a workforce culture that really values employee health and wellbeing, in turn we will see healthy behaviours embedded into our local communities.



In 2018/19 1.4 million workers were suffering from work-related ill health costing the UK economy £9.8bn¹.

Organisations in LLR are experiencing peaks of 12 days of sickness absence per employee, per year.



The working age population makes up 63% of the entire population of Leicester and Leicestershire⁶.

With 490,000 in employment [6], the workplace is a priority setting for health promotion, particularly in our local area.



28.2 million working days were lost due to work-related ill health [2018/19]².

Stress, depression or anxiety, and musculoskeletal disorders account for majority of cases [0.6 million]².



For most people, 25% of their week is spent at work, and so it is important that employees are positively engaged in healthy practices.



Unhealthy lifestyle behaviours and resulting chronic disease symptoms can have an adverse effect on an individual's ability to work³.



Healthy workplaces have a direct impact on communities and society and are an ideal place to promote health and wellbeing to a large, captive audience.

Benefits of Workplace Wellbeing

By promoting, managing and paying proper attention to the health and wellbeing of staff, organisations can see significant benefits to both the organisation and to the individual [i.e. employee].

Individual Level:⁴

- Health risks are reduced, and current health status improved.
- Reduction in stress levels.
- Greater job [and life] satisfaction.
- Improved sense of wellbeing [encompassing physical, mental, and social health].
- More likely to develop healthy habits that they share with their families, the healthy workers of the future.

Organisational level:^{4,5}

- Reduce costs associated with sickness absence.
- Improve recruitment and retention.
- Re-energised culture and team morale.
- Positive image for the company – workplace becomes more attractive to job seekers.

References:

¹Health and Safety Executive (2019), Health and Safety at Work: Summary Statistics for Great Britain

²Office for National Statistics (2018), Sickness Absence in the Labour Market

³Rongen et al. (2013), Workplace Health Promotion: A Meta-Analysis of Effectiveness

⁴World Health Organisation [date unknown], Workplace Health Promotion

⁵Centers for Disease Control and Prevention (2016), Workplace Health Model

⁶Leicester and Leicestershire Enterprise Partnership (2020) LLEP Area Annual Economic Profile

PLEDGE

FREE

Organisations make a voluntary pledge to demonstrate their commitment to employee wellbeing. The Pledge will recognise those employers supporting staff wellbeing at any level and capacity.

- ✔ Badge and Certificate
- ✔ Resource Library
- ✔ Access to Support Package
- ✘ Workplace Health Needs Assessment (WHNA)
- ✘ Delegate place at Wellbeing at Work Conference
- ✘ Place at Physical Activity Champion Training



Option to sign up to Wellbeing at Work Award or complete Workplace Health Needs Assessment [costs apply].

ASSESS

FROM £100 + VAT*

Tested benchmarking tool which uses standardised survey questions to identify the key priority areas of health and wellbeing. Will guide the development of a health and wellbeing strategy / action plan, ensuring initiatives are based on employee's needs.

- ✘ Badge and Certificate
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- ✔ Workplace Health Needs Assessment (WHNA)
- ✘ Delegate place at Wellbeing at Work Conference
- ✘ Place at Physical Activity Champion Training

The WHNA is sourced from Public Health England and Healthy Working Futures [2017] 'Workplace Health Needs Assessment'.

AWARD

FROM £100 + VAT*

Awarded to organisations who can demonstrate implementation of the Pledge and provide evidence of the delivery of health and wellbeing interventions in response to the identified needs of their employees.

- ✔ Badge and Certificate
- ✔ Resource Library
- ✔ Access to Support Package
- ✔ Workplace Health Needs Assessment (WHNA)
- ✔ Delegate place at Wellbeing at Work Conference
- ✔ Place at Physical Activity Champion Training

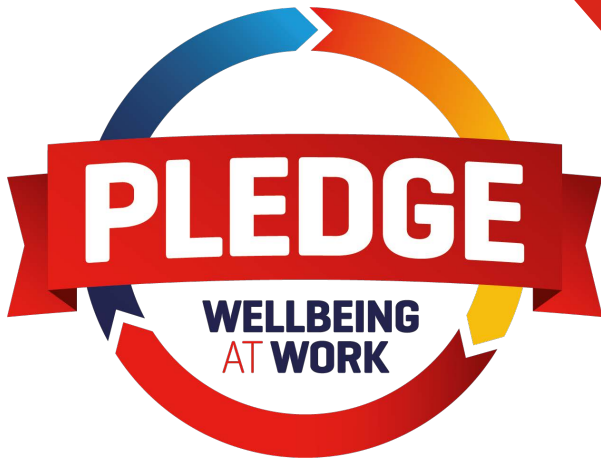
SUPPORT PACKAGE

VARIOUS COSTS

The Wellbeing at Work Support Package includes tools and resources to support employers to promote and deliver employee wellbeing initiatives and can be accessed by recipients of both the Pledge and Award.

These elements are optional but may support the development and delivery of initiatives that make up a health and wellbeing action plan, particularly for organisations who are working towards the Wellbeing at Work Award.

Support can be provided virtually to combat challenges associated with COVID-19. Furthermore, please note that some activities may be affected by current COVID-19 restrictions.



By signing the Pledge, your organisation is committed to making a public declaration of its ambition to take action to support employee wellbeing by:

- Appointing a dedicated officer responsible for coordinating the organisations health and wellbeing offer.
- Demonstrating senior level buy-in and support with a signature from the organisation’s director or senior leader.
- Promoting positive public health messages to employees, encouraging and supporting everyone to make healthy lifestyle choices.
- Agreeing to receive regular communication from Active Together regarding Wellbeing at Work.

It is strongly recommended (but not compulsory) that organisations who sign the Pledge also complete a Workplace Health Needs Assessment.

By signing the Pledge, organisations will receive:

- Recognition as a pledge signatory on the Active Together website.
- Certificate and Pledge Badge to display and include on website / literature.
- Access to the Wellbeing at Work Support Package and online resources.

The Pledge badge and certificate is valid for 24 months, at which point an organisation can choose to renew their pledge or begin working towards the Award. At any point, organisations can register to complete the Award.

06 AWARD CRITERIA



To achieve the Award, your organisation must evidence the delivery of ongoing health and wellbeing activities by meeting the following compulsory requirements:

- Agreed to the principles of the Pledge.
- Completion of a Workplace Health Needs Assessment provided by Active Together or other recognised employee needs analysis.
- Consultation session with Active Together to identify priorities of employee health and wellbeing.
- Following the completion of a Workplace Health Needs Assessment, a workplace health and wellbeing action plan [approved by senior leadership] should be submitted, evidencing how the workplace has planned or is planning to actively promote positive public health messages in relation to the needs identified.
- Submission of evidence of the delivery of interventions e.g. health and wellbeing day, mental health policy, exercise sessions.

Organisations who achieve the Award will receive:

- Recognition as an Award recipient on the Active Together website.
- Certificate and Award Badge to display and include on website / literature.
- Free place for one member of staff at the Wellbeing at Work annual conference.
- Free place for one member of staff on a Workplace Physical Activity Champion Training session.
- Access to the Wellbeing at Work Support Package and online resources.

After registering to begin working towards the Award, organisations must submit evidence to demonstrate implementation of the requirements of the Award within 12 months.

The Award badge and certificate is valid for 24 months. At this point, organisations must re-submit evidence to confirm that they still meet the requirements of the Award (to include repeating the Workplace Health Needs Assessment).

Which organisations can sign up?

Organisations of any size and from any sector are encouraged to sign up to the Wellbeing at Work Charter.

How much will it cost?

**Leicestershire & Rutland
[excluding Leicester City, Oadby
and Wigston]**

**Outside of Leicestershire &
Rutland [including Leicester City,
Oadby and Wigston]**

Workplace Health Needs Assessment (WHNA)	Public Sector / Charities Free	Public Sector / Charities £300 +VAT
	Small Medium Enterprises* £100 +VAT	Small Medium Enterprises* £400 +VAT
	Large Enterprises** £200 +VAT	Large Enterprises** £500 +VAT
Wellbeing At Work Charter	Pledge Free	Free
	Award [excluding WHNA†] £100 +VAT	£150 +VAT
	Award [including WHNA†]	
	Public Sector / Charities £100 +VAT	Public Sector / Charities £450 +VAT
	Small Medium Enterprises* £200 +VAT	Small Medium Enterprises* £550 +VAT
	Large Enterprises** £300 +VAT	Large Enterprises** £650 +VAT
Wellbeing At Work Support Package	Prices for additional elements of the Wellbeing at Work Support Package vary. Please see the full Support Package and pricing structure for more details.	

*Small Medium Enterprises = <250 employees **Large Enterprises = >250 employees

†Organisations who have completed the Workplace Health Needs Assessment in the last 12 months only need to pay the Award administration fee. If the organisation has not already completed a WHNA, the cost of the Award will reflect this.

How do I sign my organisation up?

To sign the Wellbeing at Work Pledge: www.active-together.org/pledge

To register for the Wellbeing at Work Award: www.active-together.org/award

To request a Workplace Health Needs Assessment [without registering for the Award]:
www.active-together.org/whnarequestform

I would like some further information, where can I find this?

For more information on Wellbeing at Work please visit our website www.active-together.org/wellbeingatwork or contact us:

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WELLBEING At WORK

The Wellbeing at Work programme is delivered in partnership with our Local Authority funding partners across Leicestershire, Leicester and Rutland.



Active Together's vision is to be the most active place in England, building a healthy and vibrant future for our communities.