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| Worcestershire Works Well (WWW) – Re-accreditation template (Level 1)As part of the re-accreditation process, please complete the template below and submit to the WWW panel with your evidence.With your consent, this information may be used, either in part or fully, to assist with sharing of good practice and workplace wellbeing approaches to other WWW businesses. It may also be used to promote WWW through various media outlets including the WWW website and local press. Please ensure that all information is anonymous feel free to expand each of the text boxes to suit your text.In addition to the text, please could supply us with a photo/s of your business implementing your workplace health and wellbeing approach/ initiative. |
| **Business Name:** |  |
| **Date:** |  |
| **Rep:** |  |
| **Level:** | **1** |
| **The Business** *Please provide some background information about the business. E.g. what it does, how many employees etc* |
| **Testimonials (or written summaries)**Please explain how your organisation fulfils each of the 8 criteria below (max 150 words per criterion) |
| 1. Environment and Culture  |
| 2. Leadership and Management |
| 3. Attendance Management |
| 4. Health and Safety  |
| 5. Mental health and wellbeing |
| 6. Alcohol, Smoking and Substance Misuse |
| 7. Healthy eating |
| 8. Physical activity and Musculoskeletal health (MSK) |
| **What impact has your health and wellbeing approach had on your organisation and employees?***Have there been any business benefits? E.g. Have sickness rates decreased? Increased productivity? Improved staff engagement? Highlighted health and wellbeing concerns? Staff case studies/success stories?* |
| **What (if any) challenges have you faced when implementing your approach and how have you overcome these?** |
| **What are your plans/ aims for the next 12 months around workplace health and wellbeing?** |
| **In approximately 30 words, please give an indication of some of the benefits that your organisation or employees have experienced as a result of addressing workplace wellbeing…** |
| **Please confirm that your organisation is still implementing its workplace wellbeing approach to the level applying for above:****Signature:** |
| **Optional consent for promotional purposes** *(if you do not wish to consent, please leave this box unsigned. Your application will still be assessed for re-accreditation regardless):*I consent for this information to be used by WWW for the sharing of workplace wellbeing approach and promotional purposes. Information will be sent to you for approval before sharing/ publishing.**Signature:** |

 **Level 1 evidence: 10 pieces of required evidence**

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| *1. Environment and Culture*  | 1. Evidence of senior management support (for example, a nominated senior manager with responsibility for health and wellbeing; emails, meeting agendas and other documents showing that health and wellbeing are regularly considered by senior managers; and resources authorised by senior management to support health and wellbeing).  |
| *2. Leadership and Management* | 2. Evidence that employees are consulted and involved in health and wellbeing policies, initiatives and activities (for example, results of employee surveys with questions about health and wellbeing, meeting agendas and notes, and working groups involving employees from across the organisation). |
| 3. Equality, diversity and inclusion policy |
| *3. Attendance Management* | 4. Attendance/absence policy |
| *4. Health and Safety*  | 5. Health and safety policy |
| *5. Mental health and wellbeing* | 6. One piece of evidence showing how the organisation supports mental health and wellbeing |
| *6. Alcohol, Smoking and Substance Misuse* | 7. Smoke-free policy |
| 8. One piece of evidence showing how the organisation supports alcohol, smoking and/or substance misuse |
| *7. Healthy eating* | 9. One piece of evidence showing how the organisation supports healthy eating |
| *8. Physical activity and Musculoskeletal health (MSK)* | 10. One piece of evidence showing how the organisation supports physical activity and/ or MSK |