

Using the London Healthy Workplace Charter framework and working towards accreditation

1. **Review** your policies, practices and facilities against the [London Healthy Workplace Charter framework](http://www.london.gov.uk/healthyworkplace) (see www.london.gov.uk/healthyworkplace)
2. **Decide which accreditation level** is most appropriate to work towards:
 - Commitment
 - Achievement
 - Excellence
3. **Develop an action plan** / update your existing plans around employee wellbeing with any areas identified for development from the London Healthy Workplace Charter, recent employee feedback and any other relevant data (e.g. absence causes, information from exit interviews etc.)
4. **Follow your action plan** and **work towards your chosen accreditation level**:

Commitment

Complete **application form***
Compile 7 pieces of **key supporting evidence**



(Your advisor will be happy to review drafts of your application form and advise on suitable evidence)



Email to GLA for assessment



ACCREDITATION IS AWARDED

**Your advisor will provide the accreditation application form or scorecard.*

Achievement / Excellence

Compile a **portfolio of evidence**
&

Complete your **'scorecard'***,
listing/describing the evidence



Discuss your evidence with your advisor who completes his/her column in the scorecard (this is usually done in a series of meetings)



Your advisor emails scorecard to GLA



GLA arrange a **'verification day'** (involving interviews with workplace health experts) with you – either at City Hall or on your premises



ACCREDITATION IS AWARDED

ANNUAL AWARDS CEREMONY IN NOVEMBER FOR ALL ORGANISATIONS ACCREDITED THAT YEAR

Please do not hesitate to contact your healthy workplace advisor with any queries.

If you have not yet been assigned an advisor, register your interest [here](#).