

# Commitment Award Criteria Handbook (workplaces of all sizes)

## Commitment Award User Handbook

The Wellbeing at Work Commitment Award is a pledge to improve health and wellbeing in your workplace. It's a great place to start if you are thinking about undertaking a wellbeing improvement journey for the first time. This document will walk you through what you need to do and evidence to us in order to achieve this award.

### To achieve Commitment Award, you have to;

- **conduct an employee health needs assessment survey (or employee survey),**
- **analyse the results and share them with your employees, and**
- **highlight one action to take forward from the survey results.**

Please remember that you don't need to have already implemented the action highlighted from the survey to be awarded.

### Guidance on using this document:

- The criteria to achieve Commitment Award is listed in the table below.
- To inspire your workplace activities and improvements, we have listed some ideas to implement the criteria within your organisation, alongside links to external resources to provide further guidance. This can be found in '**ideas and resources**'.
- When gathering your evidence, you can provide us with any type of evidence, as long as it clearly displays what your organisation has done to meet the criteria. However, to provide some guidance we have listed some suggestions of what you could provide in '**evidence examples**'.
- Our website only takes **one file** (Word, PDF, JPEG or PNG) against the criteria. If you'd like to submit two pieces of information as evidence, e.g. copy of an wellbeing event invitation and a picture of the event on the day, please save both in the same file before uploading, e.g. copying and pasting both in a word document.

If you have any questions or queries, you can get in touch with the team at [HealthyWorkplace@eastsussex.gov.uk](mailto:HealthyWorkplace@eastsussex.gov.uk)

## Commitment Award:

Criteria	Ideas and Resources	Evidence Examples
<p>Conduct an employee health needs assessment (or employee survey), analyse the results and share them with your employees, and highlight one action to take forward from the survey results</p>	<p>Consider including questions about job quality, management styles and support available for workers.</p> <p>If you'd like to use our editable survey template, it can be accessed here: <a href="#">Workforce Health Needs Assessment (employee survey) (Preview) Microsoft Forms (office.com)</a></p> <p>Our template been derived from the <a href="#">Public Health England Workplace Health Needs Assessment template</a>.</p> <p>If you'd like more information on why the questions are asked, useful things to consider when planning to undertake the employee survey, and how to use MS Forms, see the guidance document we have created - <a href="#">Accreditation Supporting Documents - East Sussex Wellbeing At Work</a></p> <p>On the link above you will also find a result analysis report template, to help you analyse and display your survey results, and a chart generator spreadsheet. You just need to input your raw data and this spreadsheet is already set up to generate all the charts for you.</p>	<p>Copy of the wellbeing survey results and images of posters and location (e.g. intranet, wellbeing boards, etc) of where the results were shared with employees. If the results were shared via email, this could also be a screenshot of the email. The survey results promotion to staff needs to highlight the action to be taken forward, and a loose timescale.</p>

