Appendix 1 - University Standards and Wellbeing Principles

Leadership	
Criteria	**Evidence**
The organisation has assessed its priorities around embedding wellbeing	https://www.lboro.ac.uk/internal/our-people/
Has assessed its needs and priorities around health and wellbeing through available absence data.	
Offers relevant leadership and management skills training as part of staff training to enable managers to be confident leaders	https://www.lboro.ac.uk/services/org-dev/management/
Has undertaken a health & wellbeing needs assessment through more than just absence rates (i.e. surveys, health MOT days) to decide on priorities and has developed an action plan to address these	https://www.lboro.ac.uk/internal/staff-wellbeing/
Offers staff learning and development opportunities to maximise potential	https://www.lboro.ac.uk/services/org-dev/courses/
Demonstrates the process for ongoing consultation and communication with staff (and Trade Unions if appropriate) on relevant workplace health and organisational issues	https://www.lboro.ac.uk/services/hr/support/trade-unions/
Has an established wellbeing steering group/staff forum and detailed health and Wellbeing action plan	Health and Wellbeing Steering Group Meeting 13.08.2019

Supporting Attendance

Criteria	Evidence
Has an absence management policy in place and procedures are known to staff	https://www.lboro.ac.uk/services/hr/leave-absence/sickness-absence/

Avoidance of workplace accidents

Criteria	Evidence
Has relevant health & safety policies and procedures to demonstrate compliance with health & safety legislation which is updated regularly	https://www.lboro.ac.uk/services/health-safety/
Has a risk assessment programme that ensures that all staff are aware of the workplace risks that affect them and controls that are in place to mitigate risk. This includes driving risks.	Risk Assessments – training is run by H&S services internally. Policy and examples available on our website. RA also forms part of IOSH Managing Safely which managers and Safety Officers are encouraged to attend. Staff training matrix shows who should undertake what training (available under training on the H&S website). NEBOSH is offered to managers and Safety Officers too and RA forms a huge part of this qualification. Also developing an online RA package and a new online H&S induction which includes a section on driving risks.
Ensures health and safety training is provided for and completed by all staff within induction and their regular training programme.	Forms part of the University tick list induction sheet, will form part of all new starters induction via on-line learning. Has been delivered at Welcome to Loughborough. A staff training matrix is available on the H&S website. Internal audits and presentations at H&S Committee also demonstrate completion.
Ensures all managers have received health and safety management training.	IOSH Managing Safely and NEBOSH offered to all managers and Safety Officers with mixed results. Induction is provided to all new Heads of Department and Deans of their H&S responsibilities and has produced a booklet which outlines what they need to do to manage H&S at Loughborough. Staff training matrix available and all courses can be booked via my.HR. Cardinus have an on-line Safety for Line Managers module which I am discussing with Neil in respect of implementation. Responsibilities are also devolved via the University Health and Safety policy

Diversity & Inclusion

Criteria	Evidence
Has a flexible working policy and/or procedures in place and considers other reasonable adjustments.	https://www.lboro.ac.uk/services/hr/leave-absence/
Is a Disability Confident Employer and ensures recruitment process is inclusive & accessible by: • ensuring against discrimination • accessible job adverts, i.e. accessible formats (e.g. large print) • accepting applications in alternative formats (e.g. electronically)	https://www.lboro.ac.uk/services/hr/recruitment-probation/disability-confident-employer/

Mental Health in the Workplace

Criteria	Evidence
Loughborough University has a mental health and wellbeing policy in place which includes a statement of intent promoting mental wellbeing and the HSE Management Stress Standards.	https://www.lboro.ac.uk/services/hr/support/mental-well-being/
The University is signed up and engages with Heads Together and other accredited mental health and wellbeing associations.	https://www.wheresyourheadat.org/dist/downloads/manifesto-corporate.pdf
Keeps employees aware of their legal entitlements around working conditions.	https://www.lboro.ac.uk/services/hr/conditions-of-service/code-of-conduct/ https://www.lboro.ac.uk/services/hr/leave-absence/

Provides information about mental health and reducing stigma to staff at all levels.	https://www.lboro.ac.uk/internal/staff-wellbeing/mind/mhfa/
Invests in mental health and wellbeing related training which is routinely available to all staff and has mental health management training for managers to identify issues and support employees	Mental Health Aware- all Managing Mental Health in the workplace for managers and leaders Found here: https://www.lboro.ac.uk/services/org-dev/courses/
Has bullying, harassment/whistle blowing policies.	https://www.lboro.ac.uk/services/hr/support/harassment-bullying/
Has a confidential support service.	https://www.lboro.ac.uk/services/hr/support/employeeassistanceprogramme/ Health Assured - 0800 028 0199

Smoking Awareness

Criteria	Evidence
Is compliant under smoke-free legislation and ensures staff are aware of the smoke-free and tobacco control laws and how they are applied in their workplace (including e-cigarettes). Also encourages staff to report breaches of the smoke-free policy.	https://www.lboro.ac.uk/services/health-safety/documents/smoking-policy/

Physical Activity

Criteria	Evidence
Has physical activity as part of any health and wellbeing strategy and ensures employees are aware of it	
Ensures physical activity is actively encouraged and supported by the physical environment at work i.e. bike racks provided, lunchtime health walks or routes available.	We have a wide range of facilities available for cyclists. Changing facilities are available and we have over 2500 bike racks on campus. https://www.lboro.ac.uk/services/sustainability/biodiversity/fruit-route/

Promotes active ways of getting to and from work and travelling between meetings i.e. cycle to work scheme, availability of bike racks and changing facilities.	Cycle to work scheme is available for all staff. SmartGO Leicestershire scheme offers our staff access to discounts on a number of companies that would fit into this category e.g. Halfords (bikes), runners needs, Cotswold outdoors etc.

Healthy Eating

Criteria	Evidence
Has healthy eating as part of any health and wellbeing strategies and ensures employees are aware of it.	
Has on-site catering facilities that provide healthy options that are actively promoted (if appropriate).	https://www.lboro.ac.uk/services/food-drink/

Alcohol & Drugs

Criteria	Evidence
Has an alcohol policy which includes guidelines on the use of alcohol at business functions.	https://www.lboro.ac.uk/services/hr/conduct-capability/drugandalcoholmisusepolicy/
Has a clear code of conduct and behaviour in relation to alcohol and substances has been well established and well publicised with existing and new staff at induction.	As above
Ensures managers have access to information on how to identify the signs of alcohol / substance misuse and are aware of where to obtain support or to signpost employees.	TBC

Ensures that managers are made aware of the link between alcohol, substance misuse, mental health and coping strategies and barriers to staff sharing problems, through online or face to face training.	TBC

Caring Responsibilities	
Criteria	**Evidence**
Has 'Carer Friendly' and associated policies and procedures i.e. flexible working policies and reasonable adjustment procedures.	https://www.lboro.ac.uk/services/hr/leave-absence/family-leave/ https://www.lboro.ac.uk/services/hr/leave-absence/sickness-absence/
Has an employee network to support working carers. (Either a standalone network, or part of other network.	https://www.lboro.ac.uk/services/hr/support/support-groups/

Financial Health	
Criteria	**Evidence**
Provides on or offsite support (as appropriate to the individual) around debt, budgeting and financial arrangement. i.e. through employee assistance support programmes, access to online resources or onsite group and one to one delivery sessions.	Our EAP provides a financial health check and information on budgeting and financial queries https://www.lboro.ac.uk/services/hr/support/employeeassistanceprogramme/
Has a clear expenses policy accessible to all staff	https://internal.lboro.ac.uk/info/finance/staff/expenses/
Provides pension options (internally or externally) with support and/or information for staff to make informed decisions around best options for them.	https://www.lboro.ac.uk/services/hr/pay-pension-reward/pension/

Menopause Support

Criteria	Evidence
Has a standalone menopause policy, or can evidence menopause awareness embedded within other key policies.	https://www.lboro.ac.uk/services/hr/support/menopause/

Domestic/Sexual Abuse

Criteria	Evidence
Provides employees with information around domestic abuse support services locally and nationally.	https://www.lboro.ac.uk/internal/staff-wellbeing/domesticabuse/