



The Herts Healthy Workplace Programme (HHWP) Terms and Conditions

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Next Review: 2nd March 2027

1. Application

Initial Application – Foundation Tier

An interested organisation must initially complete and submit an online Self-Assessment Form via the Herts Healthy Workplace website including sufficient detail and evidence demonstrating completion of each of the Foundation Tier criteria.

Optional – Workplace and Excellence Tiers

Organisations have the option to aim to progress to the Workplace or Excellence award tiers or remain on the Foundation tier:

- To progress to the Workplace tier, organisations are required to complete employee and employer surveys and work with the HCC Workplace Team to produce 5 bespoke actions for their organisation. The organisation then provides sufficient detail and evidence to demonstrate completion of each action via the Digital Herts Healthy Workplace Platform.
- To progress to the Excellence tier, organisations have the option to complete a second employee survey and must work with the HCC Workplace Team to produce 3 bespoke advanced actions for their organisation. The organisation then provides sufficient detail and evidence to demonstrate completion of each action via the Digital Herts Healthy Workplace Platform.

2. Eligibility

To be eligible, organisations must be:

- Registered and based within the county of Hertfordshire
- Be from the Private or Voluntary sectors
- Be a Small or Medium Enterprise (<250 Employees)

Organisations can apply to the scheme at any time throughout the year.

3. Assessment

Foundation Tier

Following receiving an online application via the HHWP Website, Hertfordshire County Council's (Awarding Body) Workplace team will review the application and supporting evidence within 30 working days to determine whether the application has been successful.

Should the Workplace team determine that an application does not meet all required criteria, guidance and support as to which steps can be taken to meet the necessary criteria will be provided by the Workplace team. The organisation will not receive the Foundation Tier Accreditation unless the Workplace team are satisfied that changes have been made or further evidence provided since the original application which now make the organisation eligible.

Efforts have been made to ensure Foundation Tier criteria are applicable for all organisations, however, all applications will be viewed on an individual basis and if sufficient evidence can be provided explaining why a criterion is 'not applicable' or 'not possible' for the organisation, the application will be reviewed without this criterion.

Workplace and Excellence Tiers

Following discussions with the Workplace Team the agreed actions for the advanced award tiers will be published on the HHWP digital platform. Health Leads and trained Workplace Health Champions from participating organisations can access this platform to provide evidence of actions taken by their organisation which demonstrate completion of each action. Once the organisation deems their online action plan to be complete, they can submit it for review. The Hertfordshire County Council's (Awarding Body) Workplace team will review application and supporting evidence within 30 working days to determine whether the application has been successful.

Should the Workplace team determine that an application does not meet all required criteria, guidance and support as to which steps can be taken to meet the necessary criteria will be provided by the Workplace team. The organisation will not receive the Workplace or Excellence Tier Accreditations unless the Workplace team are satisfied that changes have been made or further evidence provided since the original submission which now make the organisation eligible.

4. Accreditation and Monitoring

Accreditations do not expire and commence on the date the organisation receives confirmation of their successful application.

Organisations are not required to progress to the next available accreditation tier and can remain on their current tier indefinitely. However, organisations must retain contact with the Hertfordshire County Council Workplace team and will be prompted to provide brief updates on progress regarding health and wellbeing within their organisations every 4 months.

Organisations electing to work towards the next accreditation tier will be expected to engage with the Workplace team more frequently to allow them to work towards achieving the next tier.

Accredited organisations will have the option to attend HHWP Network Meetings alongside being engaged with by the Workplaces Team throughout the year.

If from follow up communications, the Workplaces team identifies that it is clear a organisation no longer meets sufficient criteria for their accreditation tier, the Workplace team will work with them to once again achieve the award.

If an organisation is unable or uninterested in continuing to meet the necessary actions/criteria required for their current accreditation tier (Workplace or Excellence), they will be removed from the network of accredited organisations, with their achievement of those tiers no longer listed on the HHWP Website. If an organisation, no longer meets the required criteria of the Foundation Tier they will be removed completely from the network of awarded organisations and will no longer be listed on the scheme's website.

In addition, accredited organisations will:

- Inform the Workplace team if there is a change of organisation ownership or Health Lead to ensure a good working relationship can be established/continued with the organisation.
- Ensure to continue the health and wellbeing supporting practices aligning with the different accreditation tiers
- Strive to reach the highest possible accreditation tier.
- Organisations should inform Hertfordshire County Council if there are any significant changes in their operations and practices which they feel may influence their eligibility for an accreditation tier. The Workplace team may wish to discuss these changes further with the organisation's Health lead.

5. Promotional Materials

Upon confirmation of a successful application. Organisations will receive a physical and digital certificate acknowledging their achievements, as well as digital graphics for the tier achieved to be used in their own promotional communications. The

successful organisations will be entitled and encouraged to display these materials on their premises, online platforms and in organisation communications

The HHWP is the property of Hertfordshire County Council and may be withdrawn if:

- The Workplace team believes the organisation no longer aligns with the values and requirements of the HHWP.
- The organisation no longer wishes to participate in the HHWP scheme.

If the decision is made to withdraw an award, then the organisation must remove all promotional material relating to the award from their premises and online platforms. They must also refrain from referencing the award in their own advertising.

6. Effect of Withdrawal or Removal

Hertfordshire County Council is not responsible for any direct or indirect financial losses of the organisation which may arise out of, or in connection with the withdrawal or removal of an award.

7. Advertising and Publicity

Awarded organisations must make it clear in any advertising or publicity that it is the Accreditation Scheme and not the organisation which is endorsed by Hertfordshire County Council.

8. Variation of terms & conditions

Hertfordshire County Council are continually developing the HHWP and may change the terms and conditions if deemed reasonable and necessary. This includes changes to the Foundation tier self-assessment criteria, eligibility criteria, guidance provided and other supporting documents.

9. Hertfordshire County Council

In the event of an accredited organisation conducting activities which could be considered damaging for the HHWP or Hertfordshire County Council, their accreditation may be removed.

For any queries on the Terms and Conditions, or anything relating to the Herts Healthy Workplace programme, please get in touch by contacting:

Workplace.Health@Hertfordshire.gov.uk