



REVIEWING THE CHARTER

**Supporting employers in
working towards the Charter**

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REVIEWING THE CHARTER

The Charter for Employers who are Positive About Mental Health is a voluntary agreement which seeks to support employers in working within the spirit of its positive approach. Each Charter signatory will be asked to demonstrate how they are working towards the Charter aspirations. The Review reflects the general philosophy of the initiative: that of *supporting* employers in the recruitment and retention of staff who experience mental ill health. The Charter is not an accreditation, award or set of quality standards – there are no ‘pass or fail’ marks.

All signatories are required to complete an online Review two years after signing and every three years thereafter. The emphasis of the Review, which is called *On the Way*, is on self-assessment and in supporting employers to *work towards* improving policies and practices rather than be perceived as an ‘inspection’. Assistance in responding to the review will be available from Workways. Workways and the MINDFUL EMPLOYER Advisory Group reserve the right to make enquiries from a particular signatory about any aspect of the information provided and to request further details or action if considered appropriate.

On the Way

The review will be requested two years after signing and then every three years thereafter. The due date for the Review is the anniversary of the date shown on the Charter issued to each signatory. Each signatory will be contacted 6-8 weeks before the due date with details of how to complete the Review.

For each Review, Charter signatories will be asked to:

- Complete the online Review, called *On the Way*, which enables reflection on how the signatory is promoting the initiative, the good practice they have in place, the areas requiring improvement and action that is planned to address those areas
- Pay the Charter Review Administration Fee.

Simply completing *On the Way* and paying the fee are all that is required to remain a signatory. An extension to complete the Review can be requested for up to a maximum of three months beyond the due date.

Charter Review Administration Fee

Up to 50 employees - £75 50-250 employees - £110 250+ employees - £150

The fee is charged per Review not per year. The number of employees refers to the actual number of paid staff (i.e. not based on full-time equivalent posts and not including volunteers).

The fee is non-refundable and is not a form of subscription, membership charge nor payment for service. Fees may be subject to change.

Non-completion

If the Review is not received by the due date and no other communication has been made (for example, to request an extension) then a further reminder will be sent a month later. If still not received and no other communication has been made with Workways, the employer concerned can expect to have their Charter status revoked, requested not to display the Charter or use the logo, and to have their entry removed from MINDFUL EMPLOYER website. If an extension has been requested then this can be for a maximum of 3 months: however, if the review is not received by the end of that 3 months, the signatory will be revoked. Non-payment of the fee will also result in the Charter being revoked. Signatories are welcome to apply for reinstatement.

If you wish, you can take a look at *On the Way* at www.mindfulemployer.net/charter