


Updates to assessment tool

The documentation and supporting tools for Friendly Work Space® are revised, updated and further developed on an ongoing basis. The guidelines were repeatedly revised in 2014. In addition, the assessment tool was further developed and several new options made available to users. In 2014 and 2015, the range of functions was expanded, the questionnaires updated and standardized, and the entire tool switched to a more modern design in several sub-projects.

The following overview shows the most important changes:

<p>Language</p>	<p>In addition to German and French, the assessment tool has also been available in Italian and English since 2012.</p> 
<p>Documentation</p>	<ul style="list-style-type: none"> • Revised guidelines with effect from 1 January 2015, which are stored in the assessment tool for each sub-criterion • New guidelines and new instructions on using the assessment tool and evaluation matrix are available for download from the Health Promotion Switzerland website (www.healthpromotion.ch/label under the heading “Downloads”)
<p>User interface / formatting</p>	<ul style="list-style-type: none"> • Text fields can be made bigger/smaller as desired • Text can be formatted (color, bold, italic, etc.) • Tables can be inserted • Lists can be made (bullets) 
<p>Autosave function</p>	<p>Since 2012, the assessment tool automatically saves data when an individual navigates away from the current criterion, meaning it is no longer necessary to regularly click on “Save”.</p>
<p>Creating a re-assessment</p>	<ul style="list-style-type: none"> • Findings from the old self- or label assessment and potentials from the label assessment are displayed and can be copied into a new self-assessment using copy + paste to make the work easier. • Colors are used to distinguish between what is old and what is new.

	<p>Feststellungen des letzten Self-Assessments</p> <p>Betriebliches Gesundheitsmanagement ist Bestandteil der Unternehmensstrategie. Als vorbildliche Arbeitgeberin schaffen wir für unsere Mitarbeiterinnen und Mitarbeiter Voraussetzungen für ein motivierendes und leistungsorientiertes Arbeitsklima, das die richtigen Kräfte anzieht.</p> <ul style="list-style-type: none"> - Festgehalten in L-GAV ProPräsenz-Broschüre. - Wir sind zertifiziert nach ISO9001, BRC und IFS. - Commitment der GLM (Geschäftsleitungsmitglieder) für BGM vorhanden. - BGM-Konzept vorhanden, wird regelmässig an der GLS (Geschäftsleitungssitzung) überprüft. - An der GLS Ueberprüfung BGM-Umsetzung alle zwei Monate mittels Kennzahlen. <p>Feststellungen des letzten Label-Assessments</p> <ul style="list-style-type: none"> - Die Führungsgrundsätze enthalten Themen zur Gesundheitsförderung. Die BGM-Werte sind in diversen führungsrelevanten Dokumenten wie Personalpolitik, Personalreglement, Täglich besser Leben, M-FEE und Unternehmensstrategie erwähnt. - Beim Eintritt erhalten alle Mitarbeitenden die für sie relevanten Reglemente und Dokumente. - In Gränichen konnte beobachtet werden, dass Führungskräfte BGM-Werte leben. - Ein BGM-Konzept ist vorhanden und BGM-Themen werden regelmässig an den GL-Sitzungen traktandiert. - Punktuell werden BGM-Werte wie z.Bsp. Führungsgrundsätze von der PEKO überprüft und bewertet und daraus Verbesserungsmaßnahmen definiert. <p>Potential des letzten Label-Assessments</p> <ul style="list-style-type: none"> - Sämtliche führungsrelevante Dokumente (wie Leitbild, Personalpolitik, Führungsgrundsätze etc.) sind regelmässig durch die oberste Leitung auf dessen Aktualität und Effektivität zu überprüfen und zu bewerten. - Die Dokumente sind nach der Überprüfung anzupassen bzw. zu verbessern. <p>Feststellungen zum aktuellen Stand</p> <p>Führungsgrundsätze enthalten Themen zur Gesundheitsförderung. Die BGM-Werte sind in diversen führungsrelevanten Dokumenten wie Personalpolitik, Personalreglement, Täglich besser Leben, M-FEE und Unternehmensstrategie erwähnt. - Beim Eintritt erhalten alle Mitarbeitenden die für sie relevanten Reglemente und Dokumentedsfaf</p> <p>Path: <input type="text"/></p> <p>Bild anfragen (nif inn. net) <input type="button"/> Durchsuchen Breite 50%</p>
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<p>Reports</p>	<ul style="list-style-type: none"> • Generation of the new self-assessment report (PDF) with option to display the... <ul style="list-style-type: none"> ○ ...old self-assessment report ○ ...old label-assessment report • Comparison of the new self-assessment with the previous label assessment • Comparison of the new label assessment with the previous label assessment • The spider chart is a graphic representation of both results: <div style="text-align: center;"> </div> <p> • Letztes (2010) Label-Assessment • Neues Self-Assessment (Re-Assessment) </p> <ul style="list-style-type: none"> • A management summary result has been incorporated in the label report since summer 2012; this shows at a glance the results for each sub-criterion. During a reassessment, the change in the assessment of the sub-criteria compared to the last label assessment is shown in the
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form of arrows:

4 Management Summary

1.00 - 1.40	1.50 - 2.40	2.50 - 3.40	3.50 - 4.40	4.50 - 5.00
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(Sub-)Kriterium (Gewichtung in %)	2009	2012	Differenz
1a Unternehmensleitbild oder Personalpolitik	4	4	→
1b Integration in Organisationsstrukturen und -prozesse	5	5	→
1c Ressourcen	4	5	↑
1d Managementbewertung	4	4	→
1e Aus- und Weiterbildung	3	4	↑
1f Gesundheitsrelevante Infrastruktur und Angebote	4	3	↓
1 BGM und Unternehmenspolitik (20%)	4.00	4.17	↗

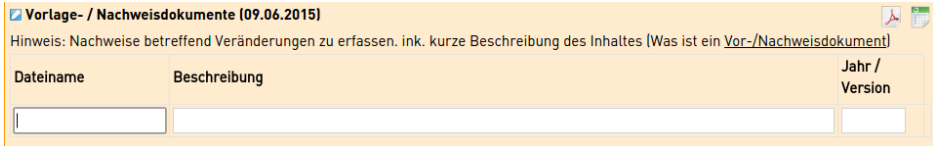
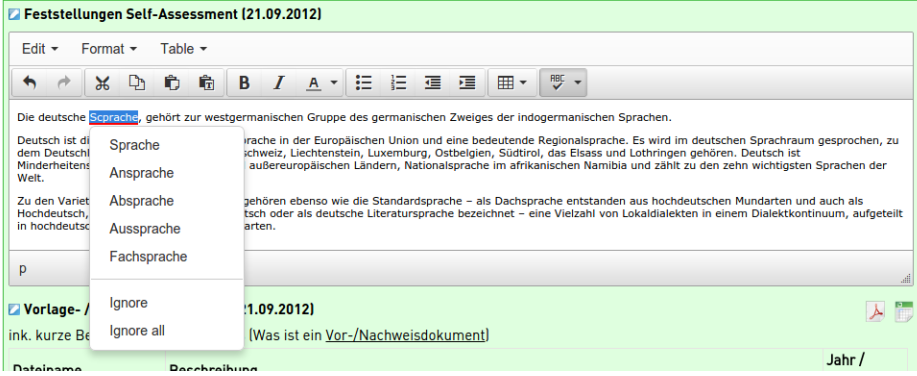
- There is also the possibility in the assessment tool of generating a **Management Summary Potential**. The summary is issued in EXCEL and lists the potentials from the label report. This **working paper** can then be modified and expanded to define further measures:

	A	B	C	D	E	F	G
1	Management Summary Potentiale der Firma XY						
2							
3	Kriterium	Bewertung	Potential aus Assessment-Bericht	Empfehlung BGM/HR	Entscheid. GL	Priorität	Termin
4	1a)	4	Leitbild und Personalpolitik sowie deren Umsetzung sind nach der Überprüfung nach Möglichkeit zu verbessern (Überprüfung und Anpassung des Personalreglements erfolgt 2012).				
5	1b)	5	Die bereits sehr gute Verankerung von BGM in der Firma XY soll weiter gestärkt werden, damit alle Beteiligten (Mitarbeitende sowie Führungskräfte) den Prozess aktiv vorantreiben und ihre Rolle wahrnehmen können.				
6	1c)	5	Der geschätzte Zeitaufwand für die Gesundheitscoaches und -räte ist zu überprüfen und ggf. anzupassen (stimmen ca. 5 Stunden pro Coach und Jahr?).				
7	1d)	4	Das Vorgehen der Managementbewertung ist nach der Überprüfung durch die Unternehmensleitung sinnvoll zu verbessern. -Die Entwicklung einer Standard-Basisausbildung für				

Process, registration, costs

- The process remains the same. The company first performs a self-assessment and then registers for the label assessment
- Registration is now carried out directly in the assessment tool under the heading "Submit self-assessment" or via the Health Promotion Switzerland homepage www.healthpromotion.ch/label under the heading "Registration for assessment"
- Registration for re-assessment: three months before the license expires at the latest
- The assessment and license costs are as follows
 - Large companies: CHF 19,000 with presentation of the results (license: CHF 2,000/year)
 - SMEs: CHF 9,700 with presentation of the results (license: CHF 800/year)
- The following labels are now awarded
 - "Friendly Work Space[®]" label
 - "Committed to Friendly Work Space[®]"
- Requirements for passing the assessment
 - "Friendly Work Space[®]" label: overall assessment of at least 3.0
 - "Committed to Friendly Work Space[®]": overall assessment of 2.0 – 2.99

	<ul style="list-style-type: none"> The awards are valid for three years 															
WHM Check	<ul style="list-style-type: none"> The assessment tool was expanded in July 2014 with the WHM Friendly Work Space Check for larger companies: www.whm-check.ch The WHM Friendly Work Space Check is one possibility for a larger company to carry out a rapid situation analysis. Only the scale 1-5 is recorded by the assessment matrix and not the findings and preparatory documents/documentary evidence <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%;">1</th> <th style="width: 15%;">2</th> <th style="width: 15%;">3</th> <th style="width: 15%;">4</th> </tr> </thead> <tbody> <tr> <td style="background-color: #f4a460; text-align: center; vertical-align: middle;"> Workplace Health Management and corporate policy 1. </td> <td style="text-align: center;"> Lack of evidence or anecdotal evidence of implementation Anecdotal: lack of clear or comprehensive evidence </td> <td style="text-align: center;"> Awareness and selective implementation There is awareness of the subject and the need for action in this field is recognised. Initial measures have been implemented. </td> <td style="text-align: center;"> Integrated and systematic implementation Integrated: the procedure supports policy and strategy. The procedure is introduced and linked with other procedural approaches (where considered advisable). Systematic: the procedure is implemented in a well structured manner. </td> <td style="text-align: center;"> Systematic implementation with evaluation and monitoring Evaluation and monitoring: the effectiveness of the procedure and of implementation is regularly monitored. </td> </tr> <tr> <td style="vertical-align: top;"> 1a Company guidelines </td> <td>No integration of WHM values and content in the company guidelines or in similar documents.</td> <td>WHM values and content are elements of the company guidelines or of similar documents. They are communicated to employees.</td> <td>The executive staff defend WHM values and content. WHM values and content are taken into account in important decisions and are actively implemented.</td> <td>The corresponding procedures and their implementation are regularly evaluated and monitored by senior management.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> This enables the total score and the spider graph to be displayed Later, the already recorded values can be transferred into a full self-assessment. Send a corresponding request to: madlen.witzig@promotionsante.ch 		1	2	3	4	Workplace Health Management and corporate policy 1.	Lack of evidence or anecdotal evidence of implementation Anecdotal: lack of clear or comprehensive evidence	Awareness and selective implementation There is awareness of the subject and the need for action in this field is recognised. Initial measures have been implemented.	Integrated and systematic implementation Integrated: the procedure supports policy and strategy. The procedure is introduced and linked with other procedural approaches (where considered advisable). Systematic: the procedure is implemented in a well structured manner.	Systematic implementation with evaluation and monitoring Evaluation and monitoring: the effectiveness of the procedure and of implementation is regularly monitored.	1a Company guidelines	No integration of WHM values and content in the company guidelines or in similar documents.	WHM values and content are elements of the company guidelines or of similar documents. They are communicated to employees.	The executive staff defend WHM values and content. WHM values and content are taken into account in important decisions and are actively implemented.	The corresponding procedures and their implementation are regularly evaluated and monitored by senior management.
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Recording number of FTEs	<ul style="list-style-type: none"> To avoid confusion as to whether a company was an SME or a large company, from July 2014, the number of full-time equivalents (FTEs) was recorded on registration. The tool then automatically selected the correct assessment matrix for an SME (<249 FTEs) or large company (>250 FTEs) The new assessment matrix was simplified in 2015. There is now a single assessment matrix for SMEs and large companies. The number of employees is therefore no longer relevant for entries and assessments 															
Next steps	<ul style="list-style-type: none"> At the same time, a new page was added with possible next steps for improved user guidance. This includes references to further training, possible contacts and other functions of the assessment tool 															
New assessment matrix 2015	<ul style="list-style-type: none"> A new assessment matrix was introduced on 1 January 2015. The same matrix is now used for both SMEs and large companies and, in addition to various modifications to texts, differs from the old checklists as follows: <ul style="list-style-type: none"> Subcriteria 1b and 6c from the old checklists have been removed A new subcriterion 5c (implementation of WHM: objectives and target groups) has been added 															

	<ul style="list-style-type: none"> • Decisions will still be taken on a case-by-case basis as to whether the old or new assessment matrix will be applied for re-assessments of existing assessments in 2015
<p>Structured recording of preparatory documents/documentary evidence</p>	<ul style="list-style-type: none"> • Structured recording of preparatory documents/documentary evidence was introduced for all new assessments in April 2015 • This replaces entry in a free text field with a form in which the file name, a description and the year or version of each document is recorded • This enables all preparatory documents and documentary evidence to be issued both as a PDF and as an Excel document 
<p>Spell checker</p>	<ul style="list-style-type: none"> • A browser-independent spell checker was also added to the entry fields in April 2015 
<p>Redesign 2015</p>	<ul style="list-style-type: none"> • The entire assessment tool has had a new look, in line with the Health Promotion website, since April 2015 