

1. Introduction

- i) Britain's Healthiest Workplace has been developed by VitalityHealth, and is delivered in partnership with the Financial Times, the University of Cambridge, RAND Europe CIC, and Mercer. The University of Cambridge and RAND Europe CIC are academic partners, responsible for designing the survey, data analysis and production of the results.
- ii) By registering for Britain's Healthiest Workplace, the organisation's CEO or HR Director accepts the terms and conditions relating to this initiative. By completing the Employee Health Assessment, employees accept the terms and conditions relating to this initiative.

2. How organisations can enter

Organisations must register before 3rd of March 2017 by completing the online registration form.

Participation is free. Britain's Healthiest Workplace reserves the right to limit participation and close the registration process before the published end date.

3. Participation

- i) Organisations will be asked to complete an online Organisational Health Assessment which will ask for details including workforce demographics, and health and wellbeing initiatives that take place within the organisation.
- ii) Participating employees will complete an Employee Health Assessment which will ask questions about a range of topics including but not limited to their general health, lifestyle behaviours, mental health status, and their work environment. To be eligible for participation, employees must be at least 18 years of age.

4. Criteria for entry

- i) The organisation's CEO or HR director accepts the terms and conditions relating to Britain's Healthiest Workplace when they register to take part in the initiative.
- ii) Participating organisations must have a minimum of 20 employees with access to email to take part in this initiative.
- iii) Employees will be asked to confirm a unique work email address to verify their participation.
- iv) By exception only, those employees without a valid work email address may be permitted to use a personal email account.
- v) To ensure statistical significance of the results, each organisation must attain a minimum employee participation rate related to its overall population. The participation rate will be confirmed after registration. Participating organisations will also be asked to confirm the number of individuals to which they will distribute the survey. Only by exception will we allow business units of organisations and companies to take part independently.

Britain's Healthiest Workplace 2017 - Terms and Conditions

vi) Participating organisations must agree to their representatives being interviewed, filmed and/or photographed. If an organisation is assessed to be an overall winner of Britain's Healthiest Workplace or as a winner in any of the awards categories, VitalityHealth and/or the Financial Times, as well as other media outlets, may publish its story in print and online.

vii) VitalityHealth and/or the Financial Times may publish the name of any organisation that achieves a top quartile place in the overall Britain's Healthiest Workplace competition or in its individual award categories. In addition the top quartile of organisations may appear as part of a bespoke set of rankings, developed in association with the Chief Medical Officer of England. Britain's Healthiest Workplace retains the right to name all organisations that participate.

viii) The Employee Health Assessment should be sent to full-time and part-time employees. It is at the discretion of the participating organisation whether to send to short term contracted and temporary staff.

5. Responsibilities of participating organisations

The organisation representative should:

i) Complete the Organisational Health Assessment which will include questions on topics including but not limited to employee demographics, wellness facilities and how the organisation is investing in the health of its employees. The Organisational Health Assessment can only be completed by organisations with 20 or more employees.

ii) Ensure that all employees are able to access the online questionnaire.

iii) Email employees to notify them of the organisation's participation in the initiative. A template will be provided that outlines:

(1) The importance of participation

(2) Explicit guarantees around confidentiality of data for those employees who participate

iv) Encourage employees to complete the Employee Health Assessment.

v) Help to set up interviews with the appropriate organisation spokesperson and arrange photo opportunities in the event that the organisation is a top performing organisation in Britain's Healthiest Workplace or any sub-award category.

vi) Make every effort to attend any awards function or nominate an appropriate person to attend in their place.

6. Outcomes

i) Employees who submit completed Health Assessments will each receive a Personal Health Report detailing their risk categories and their "Vitality Age" - a tool used to measure the health-risk adjusted age of an individual.

ii) In September 2017, qualifying organisations will receive an Organisational Health Report which will provide them with a holistic view of their employees' wellbeing, as well as unique benchmarking

Britain's Healthiest Workplace 2017 - Terms and Conditions

information that can be used to inform future HR strategies.

iii) The top quartile organisations in each category may be published both online and in print.

iv) Winning and highly commended organisations will be recognised at an awards event. These organisations will be permitted to publicise their achievement.

7. Confidentiality and data protection

i) The sponsors of Britain's Healthiest Workplace are particularly concerned with data protection. They are fully committed to compliance with the Data Protection Act 1998 and have a legal duty to protect any information collected from organisations or employees. They follow a number of procedures that enable them to meet their obligations and responsibilities under the Data Protection Act 1998. As the principal contractor running and analysing the Britain's Healthiest Workplace surveys, RAND Europe CIC is registered with the Data Protection Commissioner. It has a data protection policy in place, and requires its staff to sign a statement that they have read and understood this, as well as requiring them to complete annual information security awareness training and sign non-disclosure agreements.

ii) Organisations' employee information, Organisational Health Assessment, and Employee Health Assessment responses will be held by RAND Europe CIC and its data collection partner, Survey Sampling UK Limited (SSI). SSI operate within the Market Research Society code of conduct. Any personal details will not be shared with any other party than RAND Europe CIC. All data will be held strictly in accordance with EU and UK law.

iii) All information submitted through the assessments will be used only for research purposes, which may include additional research undertaken on behalf of the Chief Medical Officer of England, or Business in the Community. Responses will be kept confidential and will not in any way be used to identify individuals. Any electronic transmission of individually identifiable data will be encrypted.

iv) The Organisational Health Report will display employee responses in a consolidated format so that individual responses cannot be matched to personal identifiers such as names, post codes, email addresses or dates of birth.

v) The sponsors of Britain's Healthiest Workplace will only receive the survey results in an anonymous and consolidated format and will not have access to any personal employee data.

vi) By entering Britain's Healthiest Workplace, organisations and their employees agree and give consent to RAND Europe CIC and SSI holding and analysing sensitive personal and health information.

vii) All communication from Britain's Healthiest Workplace to employees will deal only with the research initiative. We will not market any products or services to employees.

viii) Findings derived from aggregating all responses will be made publicly available via reports and research articles.

ix) Participating organisations and employees consent to the use of cookies on the survey websites.

x) The sponsors of Britain's Healthiest Workplace reserve the right to use data from repeat participants to

Britain's Healthiest Workplace 2017 - Terms and Conditions

compare data across years. This will only be done for participants who agree to this in the relevant section of the Employee Health Assessment.

8. Ending your participation in the initiative

Organisations and employees can stop participating at any time, without any benefit or disadvantage. We will send organisations an Organisational Health Report only if they complete the Organisational Health Assessment and achieve the minimum employee response rate.

ii) We reserve the right to end the initiative at any time.

9. Business in the Community

Britain's Healthiest Workplace will be collaborating with Business in the Community to offer the survey to its members in 2017. Business in the Community members entering the study will be eligible for the Britain's Healthiest Workplace awards, as well as a separate ranking amongst Business in the Community participants. These organisations can also, on an opt-in basis, choose to share their results with Business in the Community. Additional analysis of Business in the Community member data may be undertaken by RAND Europe CIC, at the request of Business in the Community.

10. Questions or comments

i) Your CEO or HR director has approved your organisation's participation in this initiative. Contact your HR or Occupational Health department if you have any questions.

ii) You can also email support@britainshealthiestworkplace.co.uk