

1.Questionnaire
Company Name : _____

Total : **0**

Area	Criteria	Score	Tips for scoring from 1 to 4	Describe how it is implemented in your company.
1 Main area	Health and wellbeing context, strategy and policy			
1 Sub area	Establish the health and wellbeing strategy and policy of the organization			
1.1.1	Has the top management established the health¹ and wellbeing² policy³ as a company's core-strategy, taking into account the health and wellbeing principles in general?	0	0: There is no written policy. 1: The policy is established with some relevance to health & wellbeing promotion. 2: The policy is established with items clearly aiming at improving health & wellbeing. 3: The policy is signed off by a top management officer. 4: The policy contains high-level unique features.	
1 Sub area	Consideration of the risk and opportunities			
1.2.1	When developing a health and wellbeing policy, have you identify the risks and opportunities by taking into account the impact on the performance of the organization?	0	0: No impact assessment has been done. 1: Opportunities or risks are identified but not so relevant to organization's performance. 2: Either the risks or opportunities relevant to organization's performance are identified. 3: Both opportunities and risks have been identified. 4: The opportunities and risks are well reflecting the features of your organization.	
1 Sub area	Interested party consultation and participation			
1.3.1	When developing the health and wellbeing policy, have the top management consulted with, and offered opportunities for participation from, all relevant interested parties⁴ including but not limited to: a) workers at all levels and/or their representatives; and b) health or wellbeing specialists. c) outside stakeholders	0	0: No consultation made. 1: Consulted with workers or representatives. 2: Consulted with health or wellbeing specialists. 3: Consulted with outside stakeholders. 4: An unique approach was taken and excellent results were obtained.	
1 Sub area	Communication of the policy			
1.4.1	Have your organization developed a promotion and communication strategy regarding the health and wellbeing policy? NOTE The promotion and communication strategy is for example; - how to communicate the policy widely and deeply (e.g. e-mail and posters); - how to promote the policy (e.g. workshop and campaign). - H & W policy document communicated to all employees and individual acknowledgment received.	0	0: No strategy for promotion and communication of the policy. 1: The policy is communicated to a part of employees. 2: Almost all employees know the policy. 3: The policy is systematically and continuously communicated. 4: A unique strategy is in place to promote the policy.	

	2	Sub area	Review of the policy			
	1.5.1	Does the organization review the health and wellbeing policy periodically?	0	0: No review yet. 1: The review was done but not planned. 2: The review is scheduled periodically. 3: The documented records of the reviews are maintained. 4: The results of the reviews have improved the policy.		
	1.5.2	Does the organization review the health and wellbeing policy on the request by interested parties for the organization? NOTE: Interested parties include inside stakeholders such as employees and outside stakeholders such as customers/consumers and NGOs. Example: A suggestion box established to receive employee suggestions with regard to the policy or its implementation.	0	0: Interested parties cannot request review of the policy. 1: Interested parties can influence the review schedule. 2: Internal interested party can request the review. 3: External interested party can request the review. 4: Reviews have been conducted upon request by interested parties.		
2	Main area	Leadership				
	2	Sub area	Establish roles and responsibilities			
	2.1.1	Has your organization identified and assigned the following key responsibilities for the following items? - establishing and maintaining a health and wellbeing policy; - defining, developing, planning health and wellbeing actions; - implementing health and wellbeing actions; - assessing, reporting and reviewing health and wellbeing outcomes.	0	0: No responsibilities are explicitly assigned 1: Person(s) in charge of policy are assigned. 2: Person(s) in charge of defining, developing, planning and implementing actions are assigned. 3: Person(s) in charge of assessing, reporting and reviewing outcomes are assigned. 4: Well defined structure including all roles and responsibilities are established.		
	2	Sub area	Role of top management			
	2.2.1	Was your organization's top management ⁵ responsible for the entire process ⁶ of the health and wellbeing programme? NOTE: The entire process is not necessarily covered under the direct responsibility but at least supervised.	0	0: It is not the matter of top management 1: Some part of the entire process is under the responsibility of top management 2: Entire process is under the responsibility of top management 3: A designated corporate level committee headed by top management is established. 4: CEO or chairman is leading the committee.		

	2	Sub area	Role of line managers			
		2.3.1	Have line managers ⁷ been assigned responsibilities for building a supportive relationship with each worker, and promoting worker engagement and communication?	0	0: No line managers are assigned. 1: Line managers are assigned for communicating each worker. 2: Line managers are assigned for supporting each worker. 3: Line managers are assigned for promoting each worker's engagement. 4: Line managers are assigned unique role(s).	
	2	Sub area	Role of workers			
		2.4.1	Has the organization kept the workers aware on their responsibilities? such as · understanding the importance of health and wellbeing · understanding provisions and priorities in the health and wellbeing policy.	0	0: Workers awareness is not high. 1: Some workers are aware of the importance of health and wellbeing. 2: Some workers are aware of the health and wellbeing policy. 3: Almost all workers are aware of the policy. 4: Almost all workers remember the provisions and priorities in the policy	
		2.4.2	Has the organization promoted and encouraged the workers to involve/participate in the health and wellbeing programmes?	0	0: Workers participation rate is low. 1: Some workers are participating. 2: The participation rate is increasing. 3: Almost all workers are participating. 4: Unique way of encouraging participation is in place.	
3	Main area	Establish health and wellbeing of workers				
		3.1	Has the organization determine health and wellbeing objectives ⁸ and action plan(s) ?	0	0: No objectives are determined. 1: Objectives are determined but not so much an actions plan. 2: Action plan(s) is determined to achieve some of objectives. 3: Action plan(s) is determined to achieve all objectives. 4: Multiple diversified actions (or options) are planned to achieve each objective.	

		3.2	Has the organization determined operational implementation plan(s) related to health and wellbeing objectives and action plan(s)? NOTE 1: Operational implementation plan(s) is the breakdown of the action plan(s) with regard to business functions or workspaces as well as detailed time lines. NOTE 2: If some actions in the plan are already operational and implementable, the actions constitute the operational implementation plan(s).	0	0: No operational implementation plan is determined. 1: Some parts of the action plan(s) are broken down into operational implementation plan(s). 2: Action plan(s) is fully broken down into operational implementation plan(s). 3: Operational implementation plan(s) reflects the differences in business functions, workplaces and other conditions. 4: Unique operational implementation plan(s) are determined.	
4	Main area	Monitor health and wellbeing				
	4	Sub area	Gathering health and wellbeing information			
		4.1.1	Has the organization determined items to be monitored and measured, and specified how the monitoring should be conducted (e.g. by audit/health surveillance/health surveys)? NOTE The items should include indicators relevant to the performance at the corporate level and group of workers levels.	0	0: No items are determined to be monitored. 1: Monitoring items are determined that are relevant to some part of the objective. 2: Monitoring items are determined that are relevant to all part of the objective. 3: Monitoring items are relevant to the performance at the corporate level and group of workers levels. 4: Unique monitoring items or methods are applied.	
5	Main area	Analyse health and wellbeing information				
	5	Sub area	Evaluate the effectiveness of the health and wellbeing action plan			
		5.1.1	Has the organization evaluated the effectiveness of the implemented health and wellbeing action plan?	0	0: No evaluation has been done. 1: Qualitative evaluation is conducted.. 2: Some of the actions are evaluated based on monitored results (see 4.1.1). 3: All actions are evaluated based on monitored results and their corresponding targets. 4: Unique methodology is used for the evaluation	
	5	Sub area	Identify the trends and key findings			
		5.2.1	Has the organization analysed monitored items and other data relevant to health and wellbeing management of the organization? NOTE 1: This analysis includes trend analysis, statistical analysis, benchmarking. NOTE 2: This analysis should include the impact on organizational performance such as productivity.	0	0: No analysis has been done. 1: Qualitative analysis is conducted. 2: Trend analysis is conducted based on monitored items. 3: Benchmarking is conducted. 4: Impact on corporate performance is analysed.	

6	Main area	Report on health and wellbeing				
		6.1	Has the organization documented and reported the health and wellbeing results? which includes; - the level achieved against the objectives; - the impact on the strategic objectives, such as organizational performance.	0	0: No documented reports are made. 1: The report includes levels achieved against the objectives. 2: The report includes actions actually implemented and their effectiveness. 3: The report includes the summary of key findings through the analysis (see 5.2.1). 4: The report includes recommendations for further improvement.	
7	Main area	Review health and wellbeing performance				
		7.1	Has the top management⁵ reviewed the organization's health and wellbeing performance⁹ against the strategy, policy and action plan at periodic intervals?	0	0: No review by the top management. 1: The top management reviews the report (see 6.1) periodically. 2: The review is done as a part of ordinary management review. 3: The review specific to health and wellbeing management is organized. 4: The review includes impacts on organizational performance.	
		7.2	Does the result of the top management⁵ review include decisions related to continual improvement opportunities and any need for changes in the health and wellbeing management? NOTE: Decisions can be "keep going (no change)" or "change to this way".	0	0: No such decisions are made. 1: Decisions on the need for changes are made. 2: Decisions on the need for changes in the policy, objectives, and action plan(s) are made. 3: Decisions on the opportunities for further improvement are made. 4: Unique approach(s) for improvement is decided.	
		7.3	Has the organization archive/retained documented information as evidence of the results of management reviews? NOTE: In addition to the top management review (see 7.1), management reviews are supposed to be done at multiple levels such as the corporate level or organizational substructure levels. This documentation requirement applies to all of them.	0	0: No documented results of the management reviews are retained. 1: The results of the management reviews are retained as a part of other documents. 2: The results of the management review are separately retained. 3: The results of the management reviews at multiple levels are retained. 4: The documented information is always readily available in an efficient manner.	