



# REVIEWING THE CHARTER

**Supporting employers in  
working towards the Charter**

**MINDFUL EMPLOYER**  
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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. It is not legally enforceable but it is important to protect both the concept and product of MINDFUL EMPLOYER to ensure that its credibility is not undermined or compromised and, in particular, that the name and logo are not abused in any way by other parties. It's also important that the work carried out by employers is not undermined or compromised by association with MINDFUL EMPLOYER. Above all, the Charter should be seen by others as a public and tangible commitment by the signatory that they are working towards the aspirations espoused within it.

To that end, each Charter signatory will be asked to demonstrate how they are working towards the aspirations of the Charter. 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. At all times, Workways & the Council of Reference 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. However, the emphasis will be 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.

To help prepare for the Review, signatories make like to complete *Working Towards* (sent at the time of signature) early on and keep examples of publicity and where the logo is used. The Review document, *On the Way* is part of *Working Towards*.

## The Review

All signatories are required to complete a Review **two years after signing** and **every three years thereafter**. The due date for each Review is the anniversary of the date shown on the Charter issued to each signatory. For each Review, Charter signatories will be asked to:

- Complete *On the Way* – showing progress towards each of the Charter's aspirations
- Supply examples of use of the MINDFUL EMPLOYER logo (e.g. job vacancy advertisement)
- Pay the Charter Review Administration Fee. This fee covers consideration of and response to the Review as described in the document *On the Way*.

## 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).

A reminder that the Review is to be completed will be sent two months before the due date. If, for any reason, you no longer wish to remain a signatory please inform Workways when (or before) the reminder is received and no charge will be made.

The fee is non-refundable and is not a form of subscription, membership charge nor, except where described, payment for service. Fees are 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 to the due date) then a further reminder will be sent. If still not received and no other communication has been made with Workways, the employer concerned can expect to have their Charter revoked, requested not to display the Charter or use the logo, and to have their entry removed from MINDFUL EMPLOYER website. Non-payment of the fee will also result in the Charter being revoked. The Council of Reference will be informed but we will not publicly 'name and shame' such employers and they are welcome to apply for reinstatement.