

Proof of acknowledgement

Terms and conditions for co-financing of WHM analyses

We are carrying out the following WHM analysis with a WHM consultant accredited by Health Promotion Switzerland and are interested in co-financing (check as appropriate):

- Initial status report using FWS Check Employee survey using FWS Job-Stress-Analysis

Company name	Street/No.
Contact	Postcode/City
Function	Number of employees
E-mail	Name of accredited WHM consultant

By signing this proof of acknowledgement, we confirm that we have been informed about the following terms and conditions for co-financing of WHM analyses.

Excerpt from the cooperation agreement for co-financing of WHM analyses with accredited WHM consultants

WHM analysis

- Accredited WHM consultants may submit up to a maximum of one application per year for a company per tool (initial status report using FWS Check / employee survey using FWS Job-Stress-Analysis).
- The WHM analysis was carried out at the company and comprises the minimum services defined by Health Promotion Switzerland.
- Co-financing of the consultancy costs for WHM analyses by Health Promotion Switzerland is based on the following flat fees: CHF 3,000 (incl. VAT) for an initial status report using FWS Check / CHF 6,000 (incl. VAT) for an employee survey using FWS Job-Stress-Analysis. **Important: Co-financing was increased due to the coronavirus crisis. These amounts apply to applications confirmed from January 2020 until end-March 2021 (see Point 3 on reverse).**
- The invoice of the accredited WHM consultant must indicate at least the amount of the co-financing provided by Health Promotion Switzerland.

Reimbursement

- Companies that discontinue the WHM analysis or do not see it through to completion will not receive any co-financing from Health Promotion Switzerland.
- Sub-organisations (divisions, etc.) of the same company that also want to carry out WHM analyses will not receive any co-financing.
- Before the company can submit its application to Health Promotion Switzerland for reimbursement of co-financing, it must complete the customer feedback form concerning satisfaction with the consulting, which it will have received from the accredited WHM consultant.
- The company must forward its invoice for co-financing to Health Promotion Switzerland within ten months of receiving definitive confirmation of the consultancy project by an accredited WHM consultant. The invoice must comply with VAT requirements. If the invoice is not received by Health Promotion Switzerland within ten months of definitive confirmation of the consultancy project, Health Promotion Switzerland will not reimburse the agreed amount, regardless of the reason for the delay.

Important information: Signature of this excerpt is no guarantee that co-financing will be paid out, since the annual co-financing budget is limited. Co-financing is restricted to the offerings specified on page 2.

Please send the completed form to the WHM consultant accredited by Health Promotion Switzerland.

Place/date _____ Signature _____



The first step in workplace health management

Co-financing of WHM analyses

An in-depth analysis is the best starting point for establishing workplace health management (WHM) in your company. We support you in this with co-financing and a WHM consultant accredited by us. This brochure tells you more about this and the best way to proceed.

What is WHM?

The aim of WHM is to preserve the health and motivation of employees, thereby contributing to corporate success. Relevant structures, processes and measures are developed for this purpose. In addition, employees can be asked what they think about their work situation to identify problems and take appropriate improvement measures. Systematic WHM is rooted in the company's management, is lived in practice in operations and encompasses all levels.

Why conduct a WHM analysis?

To what extent is WHM already implemented in your company, and where is there still need for action? A WHM analysis shows you the current situation in your company. In addition, it provides you with a basis for efficient implementation of further measures.

Health Promotion Switzerland supports you with your plans and reimburses a portion of the costs of the analysis if it is conducted by a WHM consultant accredited by us. Two analysis methods are available (see next page).

BENEFITS OF WHM

HEALTHY EMPLOYEES

- Improved satisfaction and motivation
- Reduction in mental and physical stressors

HEALTHY BUSINESS

- Greater employee retention
- Better corporate image

FINANCIAL SAVINGS

- Fewer absences¹
- Lower staff turnover

¹ SWiNG Swiss study (2011): three-year project (eight companies, 3,000 employees) with initial status report, measures and interventions.

Analysis methods

Initial status report with Friendly Work Space Check

The focus of the initial status report is a workshop held by our accredited WHM consultant. The existing occupational measures, structures and processes are discussed and evaluated on site with you. This enables an overall assessment to be performed and potential for optimisation to be identified. You then receive a short report on the current situation and potential, including specific recommendations for action. The short report serves as an ideal basis for planning further WHM measures.

The initial status report comprises:

- preparation, incl. preliminary meeting
- a workshop on site
- a report including status, potential and recommendations for action

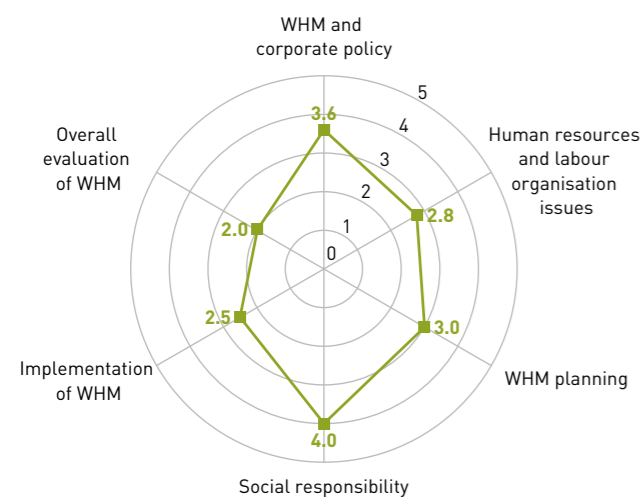
Employee survey using Friendly Work Space Job-Stress-Analysis

Friendly Work Space (FWS) Job-Stress-Analysis consists of an online survey on the stressors, resources and well-being of employees. Immediately after completing the survey, employees receive a personal health profile with specific tips. The company receives a detailed analysis of risks and potential, as well as suggested targeted measures for groups of ten or more employees surveyed. There is the option of performing a comparison with other companies through a benchmark. The survey can be used as an "early warning system".

The employee survey comprises:

- a kick-off/information session
- project planning
- configuration of the survey
- interpretation and presentation of results
- a participative workshop for defining suitable WHM measures

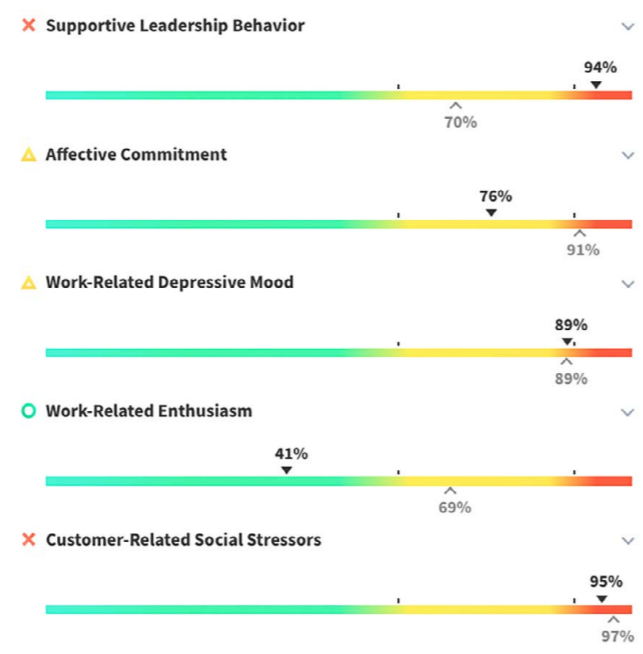
EXAMPLE GRAPHIC
SHORT REPORT - INITIAL STATUS REPORT



Examples of areas of activity:

- Define key individuals who manage WHM
- Agree uniform approach to dealing with short and long-term absences
- Measure and proactively tackle overtaxing and underemployment

EXAMPLE GRAPHIC
EVALUATION OF EMPLOYEE SURVEY



Procedure

The following five steps explain how to benefit from co-financing. You are supported throughout the process by a consultant accredited by Health Promotion Switzerland. The partial reimbursement is made following completion of the WHM analysis of your choice.



1. Accredited WHM consultant

Find an accredited WHM consultant for your needs on our platform. The consultant selected will arrange an initial meeting and conduct the analysis with you.

You can find your accredited WHM consultant here: www.friendlyworkspace.ch/de/beratung



2. Application for co-financing

The accredited WHM consultant of your choice will organise the application for co-financing by Health Promotion Switzerland. Provided that the budget is available, the following amounts will be reserved:

- CHF 3,000 (incl. VAT for the initial status report using FWS check)
- CHF 6,000 (incl. VAT) for the employee survey using FWS Job-Stress-Analysis

Important:

These amounts apply to applications confirmed from January 2020 until end-March 2021 (see Point 3). The amounts were increased during the coronavirus crisis.



3. Confirmation

The accredited WHM consultant of your choice will receive confirmation that the amount has been reserved. They must then confirm to Health Promotion Switzerland within eight weeks that an analysis will definitely be taking place for definitive reservation of the amount.



4. Analysis

The analysis selected will be carried out, and the WHM consultant will compile the evaluation as well as recommendations for action for implementing appropriate measures in agreement with you.



5. Completion and reimbursement

After settling the WHM analysis invoice with the accredited consultant, send Health Promotion Switzerland your invoice so that the co-financing can be reimbursed to you. You will receive more precise details on compiling your invoice once you have completed the customer feedback form concerning satisfaction with the consulting.