### Bronze

1.1 A clear attendance management policy is in place and procedures are known to staff. Return to work procedures are in place and followed and contact is maintained with absent employees to provide support and aid return to work.

<table>
<thead>
<tr>
<th>Evidence</th>
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| • Attendance and absence management policies are available. Employees are aware of these policies.  
• The absence management policy makes it clear how important maintaining contact with absent employees is.  
• Absence management policy details return to work procedures.  
• Examples of return to work interventions are available. |

1.2 Return to work interviews are conducted and recorded with concerns /appropriate support recorded and provided. Specific risk assessments for individuals are conducted and take into account a person’s health status and reasonable adjustments are made for employees in line with recommendations made in a Statement of Fitness for Work.

<table>
<thead>
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| • The absence management policy explains that reasonable adjustments are a legal requirement.  
• Managers understand the term reasonable adjustments.  
• Evidence includes examples of individual risk assessments for people with disabilities or additional needs.  
• Evidence that reasonable adjustments have been implemented.  
• The absence management policy explains that reasonable adjustments must be made.  
• Through interview format, managers understand the term reasonable adjustments. |

### Silver

1.3 Absence rates and causes are collected and monitored

<table>
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| • Absence rates and causes are collected.  
• The organisation knows its absence rate.  
• Completed absence forms are available.  
• The organisation understands the main causes of absence and interventions are undertaken where patterns indicate absence trends. |

1.4 Managers are aware of attendance management training

<table>
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<td>• Evidence that managers have an awareness of attendance management training.</td>
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</table>

### Gold

1.5 The organisation is familiar with and understands the fit for work and sick notes. Absence trends are monitored, and specific programmes address the issues identified to prevent further absence. Documents are designed to support sustainable rehabilitation and early return.

<table>
<thead>
<tr>
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| • Evidence that causes of absence are monitored and campaigns are introduced to address these issues.  
• Sickness absence information showing that causes of absence is recorded and interventions have occurred to reduce these issues.  
• The approach to absence management includes the possibility of acquiring further support from other disciplines to |
to work with adjustments made to accommodate this when necessary. The organisation has a proactive system in place to support staff on long term sick to return to work and will raise awareness of and support staff with long term conditions.

<table>
<thead>
<tr>
<th>Attendance Management</th>
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<tbody>
<tr>
<td>aid the staff member in returning to work at the earliest opportunity. This may include the possibility of further workplace adjustments or the relocation of an individual to a different role.</td>
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<td>- The absence management document takes into account employees with long term health conditions.</td>
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<td>- Management promote the support available for long term illnesses.</td>
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<td>- The organisation recognises that the working age is increasing and has put a strategy in place to support the workforce.</td>
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### Bronze

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1.2 Return to work interviews are conducted and recorded with concerns/appropriate support recorded and provided. Specific risk assessments for individuals are conducted and take into account a person’s health status. Reasonable adjustments are made for employees in line with recommendations made in a Statement of Fitness for Work.

- Absence management policies are available. Employees are aware of these policies.
- The absence management policy makes it clear how important maintaining contact with absent employees is.
- Absence management policy details return to work procedures.
- Examples of return to work interventions are available.
- The absence management policy explains that reasonable adjustments are available.
- Through interview format, managers understand the term reasonable adjustments.
- Examples of individual risk assessments for people with disabilities or additional needs.
- Evidence that reasonable adjustments have been implemented.
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### Silver

1.3 Absence rates and causes are collected and monitored

- Absence rates and causes are collected.
- The organisation knows its absence rate.
- Completed absence forms are available.
- The organisation understands the main causes of absence and interventions are undertaken where patterns indicate trends of absence.

1.4 Managers are aware of attendance management training

- Evidence that managers have an awareness of attendance management training. ACAS information relating to this.

### Gold

1.5 The organisation is familiar with and understands the fit for work and sick notes. Absence trends are monitored, and specific programmes are designed and implemented to address the issues identified to prevent further absence. Documents are designed to support sustainable rehabilitation and early return to work with adjustments made to accommodate this when needed.

- Evidence that causes of absence are monitored and campaigns are introduced to reduce these issues.
- Sickness absence information showing that causes of absence are recorded and that interventions have occurred to reduce these issues.
- The approach to absence management includes the possibility of acquiring further support from other disciplines to aid the staff member in returning to work at the earliest opportunity. This may include the possibility of further support.
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- The absence management policy explains that reasonable adjustments are a legal requirement.
- Through interview format, managers understand the term reasonable adjustments.
- Examples of individual risk assessments for those people with disabilities or additional needs.
- Evidence that reasonable adjustments have been implemented.
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### Silver

**1.3** Absence rates and causes are collected and monitored

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**1.4** Managers are aware of attendance management training

- Evidence that managers have an awareness of attendance management training. ACAS information relating to this.

### Gold

**1.5** The organisation is familiar with and understand the fit for work and sick notes. Absence trends are monitored, and specific programmes are designed and implemented to address the issues identified to prevent further absence. Policies are designed to support sustainable rehabilitation and early return

- Evidence that causes of absence are monitored and campaigns are introduced to reduce these issues.
- Sickness absence information showing that causes of absence are recorded and that interventions have occurred to reduce these issues.
- The approach to absence management includes the possibility of acquiring further support from other disciplines to aid the staff member in returning to work.
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The Healthy Workplace Award has been created in collaboration between Suffolk County Council, Babergh and Mid Suffolk Councils, East Suffolk Councils, Ipswich Borough Council, West Suffolk Councils, East Suffolk and North Essex NHS Foundation Trust and Public Health England.