**Application Form for Corporate Membership of ISMAUK *(Non-Voting Status)***

**About ISMAUK**

The International Stress Management Association (ISMAUK) is a registered charity and the leading professional body for both personal and workplace stress management. We have been supporting

mental health, wellbeing and performance for over 50 years, assisting around 40,000 people every year.

ISMAUK promotes sound knowledge and best practice in all these areas, both nationally and internationally. We are also the proud founder of International Stress Awareness Week, founded in 1998 and held annually in the first week of November, and this is a major part of our charitable contributions.

**Membership is open to businesses fulfilling the following criteria:** **Tick to agree**

* **Agree to comply with the ISMAUK Charter** ☐

The ISMAUK Charter promotes wellbeing, particularly psychological wellbeing, which

enables effective performance at work. This Charter provides information and

guidelines for all those who wish to demonstrate this openly and pledge their positive

commitment to wellbeing. *(See link below to download the Charter)*

* **Confirm you have a current health and safety policy** ☐

 Every business is legally required to have a health and safety policy outlining its general

 approach. If there are five or more employees, it must be documented; for fewer than five,

 it's optional but recommended. Stress is recognised as a hazard by the HSE.

* **Understand and apply the requirements for a stress risk assessment**  ☐

Employers must legally protect employees from workplace stress by conducting a stress risk

assessment, as mandated by the HSE. For businesses with fewer than five employees,

documentation is optional but recommended. However, for businesses with five or more

employees, it is a legal requirement to carry out and document a stress risk assessment.

The HSE's [Management Standards](https://www.hse.gov.uk/stress/standards/index.htm) can be a helpful guide in this process.

Further information can be found on the HSE [website.](http://www.hse.gov.uk/stress)

For details of ISMAUK trainers and consultants who can offer advice and provide organisational stress risk assessments please contactmembership@isma.org.uk

 Please download and keep for future reference the following PDFs to assist with your application:

* [ISMAUK Charter](https://isma.org.uk/sites/default/files/clients/413/ISMAUK-Charter.pdf)
* [Professional Code of Conduct](https://isma.org.uk/sites/default/files/clients/413/ISMA-Code-of-Conduct.pdf)

**Corporate Membership – Annual Fees**

There are two corporate membership categories based on annual turnover.

Please **tick the correct box** for your category:

**Band A** - up to £250k annual turnover - **£325 pa**  ☐

**Band B** - over £250k annual turnover - **£555 pa** ☐

*(Plus a one-off non-refundable administration fee of £30)*

**Now Please Complete this Application Form**

Once completed, save and return it with a copy of your health and safety policy, both in PDF format to membership@isma.org.uk

**SECTION A – General Information**

Name of business /organisation: Click or tap here to enter text.

Name of primary contact: Click or tap here to enter text.

Registered business address/ head office: Click or tap here to enter text.

Email: Click or tap here to enter text.

Telephone: Landline: Click or tap here to enter text.

 Mobile: Click or tap here to enter text.

Website: Click or tap here to enter text.

**Company Structure**

Please **tick one box** to indicate which best describes your structure:

1. Partnership ☐
2. Limited Company ☐
3. Other – please state below ☐

 Click or tap here to enter text.

**About your Business / Organisation**

1. Which sector best describes your business /organisation? e.g financial services,

legal, health, education, private, public, other?

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1. Give a brief description of what your business does and in which UK geographical

region(s) or other countries you operate.

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1. Approximately how many employees do you have?

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1. Do you provide any support services for your employees? e.g., EAP, Counselling,

Mental Health First Aiders, others?

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**SECTION B**

**Terms and Conditions Tick to agree**

1. You confirm and agree that, by accepting Corporate Membership of ISMAUK,

you have a current health and safety policy, if you employ five or more people.  ☐

*Please attach a copy of your policy*

1. You confirm that a stress risk assessment has been undertaken in your ☐

business or organisation within the last three years

**NB:** If you haven’t undertaken a stress risk assessment or it was more than three

years ago, please contact Claire at membership@isma.org.uk for assistance

1. Upon becoming a Corporate Member of ISMAUK, you commit to facilitating the ☐

implementation of the ISMAUK Charter within the scope of your business

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**On receipt of this application, an invoice will be raised for your membership fee:**

1. Please confirm that payment will be made upon receipt of our invoice, with the appropriate

fee for your category): ☐

**Band A** up to £250k annual turnover**: £325 pa**

**Band B** over £250k annual turnover: **£555 pa**

 *(Plus a one-off non-refundable administration fee of £30*

 Please confirm below the email address(s) for both your invoice and receipt:

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Upon receipt of your cleared payment, you can expect to receive confirmation of membership, membership certificates, logos, and details of benefits, sent typically within 72 hours.

**Thank you for completing this Application Form, please save and return it with a copy of your health and safety policy, both as PDFs, to** membership@isma.org.uk

*(In the unlikely event of the application being declined, a full refund minus £30 administrative fee will be made)*

**SECTION C**

**FOR ISMAUK OFFICIAL USE ONLY Tick to confirm**

**Application Form:**

All sections have been correctly completed:  Yes ☐ No☐

**Payment received:** Yes ☐ No☐

**Approved:** To become a Corporate Member of ISMAUK Yes: ☐ No☐

**Declined:**

Reason if not approved: Refund if required minus £30 admin fee made: Yes: ☐

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Any comments or actions recommended? e.g., assistance with a stress risk assessment:

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**ISMAUK Membership Secretary – Action Taken**

Send welcome & congratulation letter from the Chair to the company or

organisation with the following 7 PDF attachments on receipt of payment: Yes: ☐

* Corporate membership certificate and logo (x2)
* Charter PDF - plus certificate and logo (x3)
* Conditions of Use relating to ISMAUK logo (x1)
* List of Benefits (x1)