**Corporate Membership Application Form (Non-Voting Status)**

**About ISMAUK**

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

mental health, wellbeing & performance for over 30 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 that began in 1998 and held annually in the first week of November which is part of our main charitable contributions.

**Membership is open to organisation’s 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 the information and

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

commitment to the above. (See link below to download the Charter)

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

The law says that every business must have a policy for managing health and safety.

A health and safety policy sets out your general approach to health and safety.

If you have five or more employees, you must write your policy down. If you have fewer

than five employees you do not have to write anything down, but it is useful to do so.

*Stress is considered a hazard* (HSE)

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

Employers have a legal duty to protect employees from stress at work by undertaking a stress risk assessment and acting on it (HSE). *Stress is considered a hazard* (HSE)

If you have fewer than five employees, you don’t have to write anything down however it is considered useful to do so. If you have five or more employees, you are required by law to write the risk assessment down. You may find the HSE's [Management Standards](https://www.hse.gov.uk/stress/standards/index.htm) helpful.

**Further information can be found on the HSE website** <http://www.hse.gov.uk/stress>

For additional details of ISMAUK trainers and consultants who can offer both 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)

**SECTION A – General Information**

Please complete this Application Form, save and return with a copy of your Health and Safety policy in PDF format by email to membership@isma.org.uk

**Corporate Membership – Annual Fees**

There are two corporate membership categories based on annual turnover

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

1. **Band A** - up to £250k annual turnover - **£325 pa**  ☐
2. **Band B** - over £250k annual turnover - **£555 pa** ☐

Name of Company /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 Profile**

Please **tick the box** to indicate which best describes your profile:

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

 Click or tap here to enter text.

**About your company / organisation**

1. Which sector best describes your company/organisation?

e.g., Financial Services, Legal, Health, Education, Private, Public, other?

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

region(s) or other countries you work in?

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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, other?

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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 ☐

company 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. You confirm and agree that, on becoming a Corporate Member of ISMAUK,

you will facilitate the implementation of the Charter as it applies to your ☐

 organisation and comply with ISMAᵁᴷ’s Professional Code of Conduct.

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

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

fee for your category, details on p2: ☐

**Band A @ £325**

**Band B @ £555**

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

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Membership confirmation and a receipt, with all your certificates, logos and a list of benefits, which are the same for both categories, will be sent, usually within 72 hours of receiving your cleared payment

**Thank you for completing your application, you can now save and return this application form with a PDF copy of your Health and Safety Policy to:** membership@isma.org.uk

*(In the unlikely event of the application being declined, a full refund minus £50 administrative costs 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 £50 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)