



International Stress Management Association



**NATIONAL STRESS MANAGEMENT AWARDS (2016-17)**

(Last date for nominations: 30<sup>th</sup> July 2017)

Nomination Form

**(No Processing Fee)**

**Organisation Details**

| S. No. | Item                        | Details |
|--------|-----------------------------|---------|
| 1.     | Name of the Organisation    |         |
| 2.     | Type of Organisation        |         |
| 3.     | Annual Turnover             |         |
| 4.     | No. of Employees            |         |
| 5.     | Address of the Organisation |         |
|        |                             |         |
|        |                             |         |
| 6.     | Contact Person              |         |
| 7.     | E-mail Address              |         |

**Award Criteria for the financial year (2016-17)**

| S.No. | Criteria Item*  | Yes / No | If Yes, Provide the supporting documents / data |
|-------|---|----------|---|
| 1.    | Conducted risk assessments/ stress audit to identify all workplace stressors                          |          |   |
| 2.    | Provided adequate resources to implement the stress management strategy / training                    |          |   |
| 3.    | Provided need based training for all managers and supervisory staff                                   |          |   |
| 4.    | Provided confidential counseling for all affected by stress caused by either work or external factors |          |   |
| 5.    | Implemented a novel idea for prevention of workplace stress   |          |   |

Signature of Authorized person: \_\_\_\_\_

Date: \_\_\_\_\_



## Guide lines for Criteria Items

| Criteria Item           | Guiding Points   |
|-------------------------|--|
| Risk assessments        | <ul style="list-style-type: none"> <li>• Organisational stress audit:</li> <li>• Employee Satisfaction</li> <li>• Organisational Climate</li> <li>• Training Needs Analysis</li> <li>• <i>Any other Assessment</i></li> </ul>                            |
| Resources               | <ul style="list-style-type: none"> <li>• Performance Management Systems</li> <li>• Play grounds, balance diet</li> <li>• Infrastructure like Gym, Yoga room,</li> <li>• Stress Management Professionals</li> <li>• <i>Any other resources</i></li> </ul> |
| Need based training     | <ul style="list-style-type: none"> <li>• Stress Management:</li> <li>• Organizational Behaviour</li> <li>• Emotional Intelligence</li> <li>• Work-life balance</li> <li>• <i>Any other training</i></li> </ul>   |
| Confidential counseling | <ul style="list-style-type: none"> <li>• Employee assistance programmes,</li> <li>• Stress counseling</li> <li>• Career counseling</li> <li>• Psychological counseling</li> <li>• Any other counseling</li> </ul>  |
| New initiatives         | <ul style="list-style-type: none"> <li>• Flexible working hours</li> <li>• Subordinate development</li> <li>• Stress and wellbeing awareness</li> <li>• Health shows</li> <li>• <i>Any other initiatives</i></li> </ul>                                  |

**Note:** Online survey will be conducted by ISMA. If required, ISMA Officials may conduct a brief stress audit after short listing the nominations



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## NATIONAL STRESS MANAGEMENT AWARDS Organisations

### Rationale

As work related stress levels reaching new heights, organisations must develop efficient methods for preventing stress. The National Stress Management Awards, instituted by ISMA to recognise the India's best organisations who prudently manage stress in the workplace. The purpose of the **National Stress Management Awards** is to recognise those organisations that make a positive contribution to protecting or improving the wellbeing of their workforce. The judging process will look for organisations that have implemented a successful stress management policy and judge the effectiveness and benefits of their action. The Awards will aim to promote best practices and celebrate successful employers and their stress management policies.

### Who Can Participate

The National Stress Management Awards are open to all organisations, large and small, that have developed and implemented a Stress Management Policy for their workplace:

- Public sector organisations, bodies and departments
- Private companies and commercial organisations
- Charities and not-for-profit organisations

### Categories

The Awards, in this inaugural year, will have one category: The Best Stress Management Policy Award, which is looking for the organisation that demonstrates the best and most effective stress management policy. The Awards will be open to all organisations with 5 or more employees and there are 4 sub-categories to reflect the workforce size of the organisation:

- A Category: Lower than 500 employees
- B Category: 501 to 1000 employees
- C Category: 1001 to 2000 employees
- D Category: Higher than 2000 employees



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### **Criteria for Participation**

To qualify for the National Stress Management Awards, applicants must be able to demonstrate the following criteria:

- The organisation must directly employ more than 5 staff.
- The organisation must be located within the India.
- The organisation must incorporate stress management systems within its operation and at all levels of management.

If selected as a finalist, there must be agreement to allow ISMA to conduct a confidential survey directly with employees.

### **How to Participate**

The Awards Entry Form should be completed in manuscript and posted together with all supporting documentation where appropriate to the address below by 30<sup>th</sup> July 2016. The form must be signed by the person responsible for the Stress Management Policy within the organisation. Please send the completed form and all supporting documents to:

### **International Stress Management Association**

4-6-22/1/B, 103, Trinity Complex  
Attapur, Hyderabad – 500048, India

### **Terms and Conditions**

- An organisation may enter only one category.
- All entries must be located within the INDIA.
- The decision of the judges is final.
- Entries and accompanying material will not be returned.
- The judges will not enter into any correspondence outside the formal judging process.
- Receipt of your entry will be acknowledged.
- Information received will be treated in the strictest confidence.

Further details if any, addressed to ISMA at: [icsm2017@isma.org.in](mailto:icsm2017@isma.org.in) (or) 040 6646 5566 .