



## Cycling Scotland

Cycling Scotland is the nation's cycling organisation. Working with others, we help create and deliver opportunities and an environment so anyone anywhere in Scotland can cycle easily and safely.

Our vision is a sustainable, inclusive and healthy Scotland where anyone, anywhere can enjoy all the benefits of cycling.

Cycling Scotland is a Scottish Charity, SC029760, regulated by the Scottish Charity Regulator (OSCR).

## Cycling Friendly Employer Programme

The Cycling Friendly Employer programme offers support, including funding from Transport Scotland, to help workplaces across Scotland encourage cycling within their workplaces as a healthy, sustainable and accessible way to travel to work.

Employers wanting to be more cycling friendly can attain a nationally recognised Award and access a Development Grant Fund.

## Why become a Cycling Friendly Employer?

There are many ways that encouraging cycling can benefit both the employer and the employees.

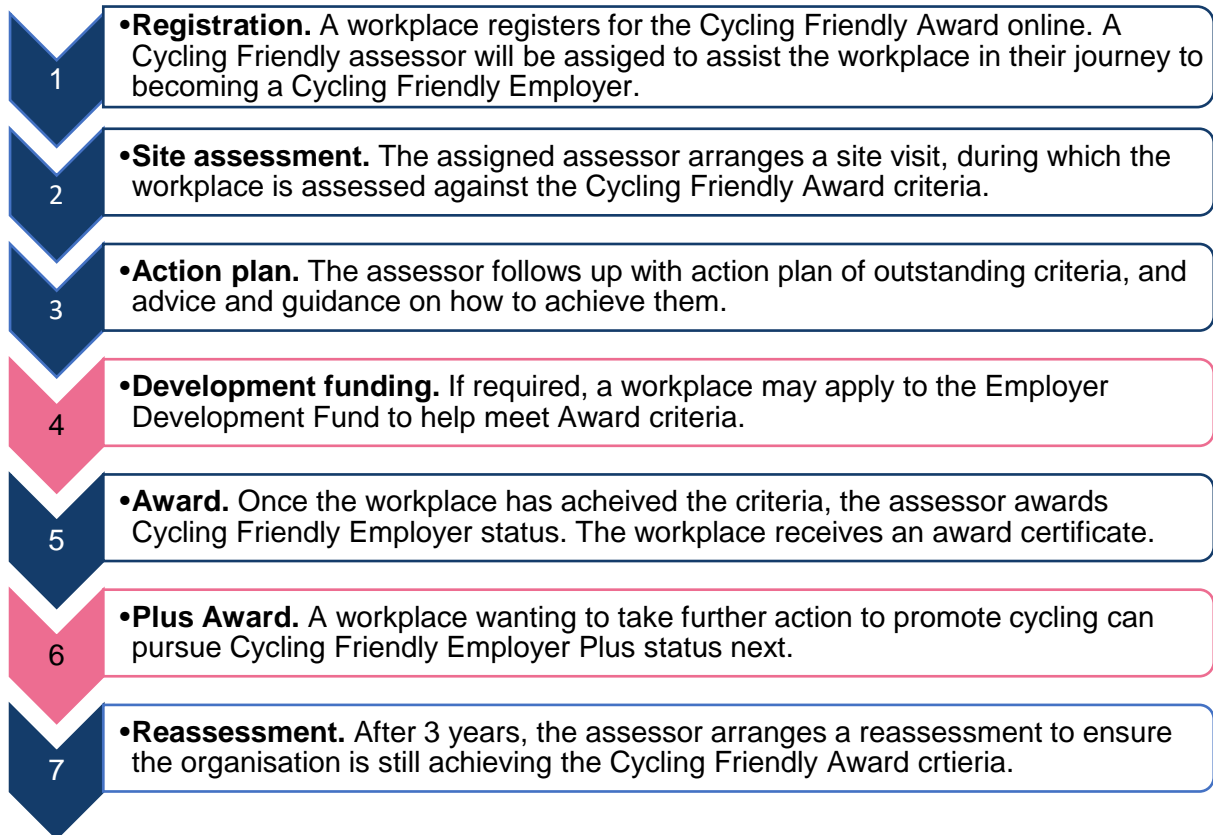
- Studies have shown that those who regularly cycle to work typically take fewer sick days than less active commuters.
- Regular exercise not only reduces stress and improves mental health, but can also increase energy and concentration levels, leading to happier, more productive staff.
- Cycling can cut travel expenses, ease congestion, improve the local environment and enhance corporate social responsibility by reducing the carbon footprint.
- Finally, working towards Cycling Friendly Employer status will support criteria of the Healthy Working Lives Award and the Walk at Work Award.

## Cycling Friendly Employer Award

The Cycling Friendly Employer Award provides a guiding framework, various resources and one-to-one support to enable an increase in staff cycling rates, and rewards those organisations already working hard to encourage workplace cycling. The Cycling Friendly Employer Plus Award is for those organisations who go the extra mile to promote cycling.

Workplaces are assessed and awarded on a site-by-site basis. Cycling Friendly Assessors from accredited [partner organisations](#) across the country will support workplaces through the process.

## The Award Process



## Cycling Friendly Employer Development Fund

The Cycling Friendly Employer Development Fund, financed by Transport Scotland, provides grants of up to £25,000 per registered workplace site for capital projects<sup>1</sup> that encourage staff and visitors to travel by bike.

The Cycling Friendly Employer Development Fund is open to workplaces in Scotland who are working towards achieving or maintaining Cycling Friendly Employer status and to apply for funding, a workplace must be registered for the Award.

### How to register

You can register for the Cycling Friendly Employer Award [here](#). The Cycling Friendly site will be a platform to interact with your assessor, go-to place for resources, tailored action plan, information about funding and details on when and how to renew your Award. You'll also be able to access your Award communications pack to spread the news that you're a Cycling Friendly Employer.

For further information, or to view all of Cycling Scotland's projects, visit [www.cycling.scot](http://www.cycling.scot) or contact us on 0141 229 5350 or [CyclingFriendly@cyling.scot](mailto:CyclingFriendly@cyling.scot)

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<sup>1</sup> Capital expenditure can be described as a one-time purchase of a fixed asset for your organisation, e.g. Cycle parking facilities, bikes, showers, etc...

## Cycling Friendly Employer Award Criteria

The criteria of the Cycling Friendly Employer Award fall into three categories: cycle facilities; organisational policies & commitments that incentivise cycling; and communication & promotion. Not all criteria apply equally to every workplace and this is taken into account during the assessment process. The Cycling Friendly Employer Plus Award lays out further actions that workplaces can take to create an even more Cycling Friendly environment for their staff.

	Criterion	CFE	CFE Plus	Example evidence
Facilities	Does the workplace provide cycle parking for staff?	<ul style="list-style-type: none"> <li>• Cycle parking to be available for staff and fit for use</li> <li>• Cycle parking to be in suitable and accessible location.</li> <li>• Additional cycle parking to be available for visitors (if applicable)</li> <li>• Adequate signage and staff awareness of cycle parking facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Cycle parking provides sufficient capacity for existing and potential cyclists</li> <li>• Cycle parking is secure and in central, visible location (e.g., close to entrance)</li> <li>• Additional cycle parking is available for visitors (if applicable)</li> <li>• Maintenance or repair kit is available &amp; accessible.</li> <li>• Awareness of cycle parking in staff induction, intranet, site maps.</li> <li>• Accessible and secure charging points for e-bikes.</li> </ul>	<ul style="list-style-type: none"> <li>• Cycling Friendly assessment of facilities</li> <li>• Awareness raising through staff induction, handbook and intranet</li> <li>• Photos of facilities</li> </ul>
	Does the workplace provide changing facilities?	<ul style="list-style-type: none"> <li>• Basic changing area available and fit for use</li> <li>• Suitable and accessible location that staff are aware of.</li> </ul>	<ul style="list-style-type: none"> <li>• Dedicated changing area with seating and clothes hangers</li> <li>• Shower facilities</li> <li>• Mirrors, hairdryers and straighteners</li> <li>• Clothes and gear storage facilities/ lockers</li> <li>• Drying facilities for towels and wet cycling gear, e.g., drying room, drying cabinet</li> <li>• Lockers are available for visitors (as applicable)</li> <li>• Bike theft deterrents (e.g., locks) and maintenance tools available</li> </ul>	<ul style="list-style-type: none"> <li>• Cycling Friendly assessment of facilities</li> <li>• Awareness raising through staff induction, handbook and intranet</li> <li>• Photos of facilities</li> </ul>

	<p>Does the workplace provide access to bikes, e.g., pool bikes, corporate membership to bike hire scheme?</p>	<ul style="list-style-type: none"> <li>• Corporate membership to bike hire scheme or use of hire bikes refunded through expense claims</li> <li>• Pool bike/s available</li> </ul>	<ul style="list-style-type: none"> <li>• Pool bike/s well promoted and maintained.</li> <li>• Easy and convenient booking system and adequate induction</li> <li>• Fleet of various sizes and types of bikes available, e.g., hybrid bike, e-bike, folding bike etc.</li> <li>• Accessories provided, e.g., panniers, waterproofs, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Agreement with bike hire scheme providers</li> <li>• Cycling Friendly assessment of facilities</li> <li>• Awareness raising through staff induction, handbook and intranet</li> </ul>
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Promotion & Communication	Criterion	CFE	CFE Plus	Example evidence
	<p>Does the workplace provide staff with cycle maps and cycling information or resources?</p>	<ul style="list-style-type: none"> <li>• Links to cycling information and resources shared with staff through intranet or noticeboards</li> </ul>	<ul style="list-style-type: none"> <li>• Copies of local cycle maps are available for free (where available)</li> <li>• Dedicated area for cycling information and resources in both print and online format</li> <li>• Travel planning support for staff to make more sustainable travel decisions for commuting and business journeys</li> <li>• Cycling information part of new staff induction</li> </ul>	<ul style="list-style-type: none"> <li>• Staff intranet, email or social media</li> <li>• Noticeboard and posters</li> <li>• Travel planning</li> <li>• Cycling freebies or gifts</li> </ul>
	<p>Does the workplace have an active environmental group?</p>	<ul style="list-style-type: none"> <li>• Dedicated platform to discuss climate and environmental staff initiatives including cycling-related topics e.g. social media, emails, intranet</li> </ul>	<ul style="list-style-type: none"> <li>• Senior management encourage cycling as travel choice, support climate action groups or a Bicycle User Group, attend meetings and address flagged issues</li> <li>• Ongoing promotion for growing membership</li> <li>• Social activities are organised, e.g. after work rides, bike buddy scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Active engagement e.g. climate awareness, environmental programmes, green champions network.</li> <li>• group accessible on intranet, social media, Slack, Yammer, etc.</li> <li>• meeting minutes</li> <li>• Attendance by senior representative</li> </ul>
<p>Does the workplace have a named Cycle Champion?</p>	<ul style="list-style-type: none"> <li>• Named cycle champion who leads on promoting cycling in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Support from senior management and/or agreed governance structure</li> </ul>	<ul style="list-style-type: none"> <li>• Strategy Document</li> <li>• Mission Statement</li> <li>• Commitment of staff time</li> </ul>	

		<ul style="list-style-type: none"> <li>Referenced in strategy documents / Business Travel plans.</li> <li>Recognised responsibilities and protected time</li> </ul>	<ul style="list-style-type: none"> <li>Active travel plan</li> <li>Records of communication</li> </ul>
Does your workplace promote any cycling events?	<ul style="list-style-type: none"> <li>Occasional hosting of workplace cycling events (min. 1x year) – in line with Scottish Government and HSE advice and guidance on safer workplaces.</li> <li>Promotion of local/national dates, events, activities</li> </ul>	<ul style="list-style-type: none"> <li>Regular hosting of workplace cycling events (min 3x year) – in line with Scottish Government and HSE advice and guidance on safer workplaces.</li> </ul>	<ul style="list-style-type: none"> <li>Awareness raising through posters, newsletter, noticeboard, etc.</li> <li>Records of attendance</li> <li>Photos</li> </ul>
Does the workplace offer or support staff to receive cycle training?	<ul style="list-style-type: none"> <li>Links to Essential Cycling Skills or other cycle training resources shared with staff</li> <li>Local cycle training initiatives advertised</li> </ul>	<ul style="list-style-type: none"> <li>Essential Cycling Skills or other cycle training offered</li> <li>Provision for one-to-one cycle training</li> <li>Guided workplace rides organised and buddy service offered</li> </ul>	<ul style="list-style-type: none"> <li>Awareness raising through staff groups, bicycle user groups as appropriate, posters, newsletter, noticeboard, etc.</li> <li>Records of attendance</li> <li>Photos</li> </ul>

	Criterion	CFE	CFE Plus	Example evidence
Organisational Policies & Commitments	Does the workplace provide access to discounted or free bicycles, e.g. Cycle to Work Scheme?	<ul style="list-style-type: none"> <li>Cycle to Work scheme is available at least once a year</li> <li>Alternatively, discount with local bike shop negotiated, pay-up scheme or long-term loan offered</li> <li>Staff are aware of scheme and process.</li> </ul>	<ul style="list-style-type: none"> <li>Cycle to Work scheme is available all year round/on request</li> <li>Levels of uptake monitored</li> <li>Maximum amount above £1,000</li> <li>Alternative offered to staff who are not eligible for cycle to work scheme.</li> </ul>	<ul style="list-style-type: none"> <li>Cycle to Work Scheme agreement</li> <li>Awareness raising through staff induction, handbook and intranet</li> </ul>
	Does the workplace provide a bicycle mileage allowance for business journeys?	<ul style="list-style-type: none"> <li><b>Not applicable if staff do not travel for business</b></li> <li>HMRC recommended bike mileage rate paid (20p/mile)</li> <li>Information included in expenses policy, claim form and staff handbook</li> </ul>	<ul style="list-style-type: none"> <li><b>Not applicable if staff do not travel for business</b></li> <li>Well promoted offer/ High staff awareness</li> <li>HMRC recommended bike mileage rate exceeded</li> </ul>	<ul style="list-style-type: none"> <li>Awareness raising through staff induction, handbook and intranet</li> </ul>

	<ul style="list-style-type: none"> <li>• Bike hire costs are reclaimable</li> </ul>	<ul style="list-style-type: none"> <li>• Employer liability insurance covers use of own bikes for business journeys</li> <li>• No requirement for employee insurance when claiming bike mileage (as is often the case when using own car for work)</li> </ul>	
Does the workplace regularly monitor staff cycling rates?	<ul style="list-style-type: none"> <li>• Occasional staff travel survey or other form of monitoring, e.g. bike counts</li> </ul>	<ul style="list-style-type: none"> <li>• Working towards an agreed target staff cycling rate</li> <li>• Regular staff travel survey or other form of monitoring, e.g. bike counts</li> </ul>	<ul style="list-style-type: none"> <li>• Travel survey results</li> <li>• Log of cycle counts</li> </ul>
Does cycling contribute to other workplace health, wellbeing and physical activity initiatives, e.g. Healthy Working Lives Award?	<ul style="list-style-type: none"> <li>• Commitment and action towards improving staff health and wellbeing and promoting physical activity at work and whilst working from home.</li> <li>• Cycling is used to evidence criteria in other workplace awards</li> </ul>	<ul style="list-style-type: none"> <li>• Cycling is integrated into health and wellbeing activities</li> <li>• Cycling is used to evidence criteria in other workplace awards, e.g. silver or gold Healthy Working Lives award</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; wellbeing promotion and activities</li> <li>• Registration to Healthy Working Lives or other workplace awards</li> </ul>
Does the workplace have an active travel plan or strategy?	<ul style="list-style-type: none"> <li>• Travel hierarchy prioritises active and sustainable travel</li> <li>• Incentives are offered for reducing car journeys</li> </ul>	<ul style="list-style-type: none"> <li>• Cycling or active travel is part of a travel plan or strategy that sets out employer commitment and strategy to encourage active and sustainable travel</li> <li>• Measurable aims and objectives are embedded throughout the organisation</li> </ul>	