Simplified Upgrade to the New BCA-HPB Green Mark for Healthier Workplaces
(GM HW: 2018) Scheme
– For Eligible Companies Certified Under the Green Mark for Office Interiors
(GM OI) Scheme
(Deadline for application is 31 March 2019)

1. Background

1.1 The new BCA-HPB Green Mark for Healthier Workplaces (GM HW) scheme will come into effect on 1 April 2019 (Effective Date) and will replace the current BCA Green Mark for Office Interior (Version 1.1) scheme. All office interior projects with Green Mark applications submitted on and after the Effective Date will be assessed and certified based on GM HW: 2018. Projects with Green Mark applications submitted before the Effective Date are given a grace period of 6 months from the Effective Date to be assessed based on Green Mark for Office Interior (Version 1.1) (i.e. until 30 September 2019). Should the Green Mark assessment of any project be incomplete by the end of the grace period (i.e. BCA’s Letter of Award to be issued by 30 September 2019), the project will then be assessed and certified based on the GM HW: 2018 standard. Please refer to the industry circular for more details http://www.corenet.gov.sg/media/2187036/industry-circular-for-gm-hw-2018_final.pdf.

2. Objectives

2.1 To enable existing Green Mark certified companies under the Green Mark for Office Interior (GM OI) scheme to crossover to the new BCA-HPB Green Mark for Healthier Workplaces (GM HW) scheme, a Simplified Upgrade is available for eligible companies during the transition period <Please refer to Para 3 for the eligibility conditions>.

2.2 The Simplified Upgrade is put in place for the following reasons.

   a) To encourage companies who are certified under the GM OI scheme to continue to be Green Mark certified under the new GM HW scheme.

   b) To allow time for existing GM certified companies to upgrade and meet the new sustainability standards under GM HW, whilst ensuring that the key health components are also in place.

   c) To allow companies to easily crossover over to the GM HW criteria with ease at no additional GM certification fee.

3. Eligibility

3.1 Companies can apply for the Simplified Upgrade if they meet all the requirements below.

   a) Company premises should not have been substantially changed/ undergone major renovation since its last GM OI certification.

      (Major renovation refers to any renovation works affecting more than 30% of the total leased office area and include any one of the following:
      i) Change in installed energy and water-using fittings (e.g. air-conditioning system, lightings, taps, cisterns)
      ii) Change in fit-out (e.g. carpets, system furniture) or
      iii) Change in internal layout)
b) Company intends to retain the same Green Mark rating when it upgrades to GM HW

c) The GM OI certificates are still valid (i.e. have not expired)

3.2 Eligible companies that meet all the above conditions (in Para 3.1) will be entitled to a streamlined process and do not need to go through the entire GM HW criteria for the upgrade <Please refer to Para 4 on the assessment>.

4. Assessment and Award

4.1 Eligible companies under the Simplified Upgrade process can look forward to the following:

a) No certification fees involved for the Simplified Upgrade

b) Streamlined assessment requirements
   i) Sustainability requirements under GM HW are considered to have been fulfilled by the GM OI certification
   ii) Hence, eligible projects will just need to meet the additional health pre-requisites under GM HW through submission of documentary evidence <Please refer to Para 5 on the documentary evidence to be submitted>.
   iii) Companies that were previously certified to GM GoldPLUS and Platinum ratings do not need to go through the GM Board Presentation.

4.2 Companies will be informed of the outcome of the Simplified Upgrade to GM HW. Successful companies will be given a new GM Certificate (without frame) reflecting the Simplified Upgrade to the GM HW scheme. There will be no change to the expiry date or GM rating previously accorded under the GM OI certification.
(Note: Projects who wish to obtain a fresh 5-year certificate validity or upgrade the GM rating will need to go through the normal certification process under GM HW)

4.3 Companies attaining the Simplified Upgrade to GM HW will not be included in the following year’s BCA Awards presentation, as well as media publicity under GM HW. (Note: Projects who wish to be included in GM HW associated media publicity will need to go through the normal certification process)

5. Documentary Evidence to be Submitted

5.1 Companies that meet the eligibility criteria will need to complete the accompanying application form as well as provide documentary evidence on the following health-related pre-requisites for the corresponding GM rating to support the Simplified Upgrade to GM HW. Such acceptable evidence are as described in the table below.

<table>
<thead>
<tr>
<th>Health Pre-Requisites</th>
<th>Examples of Acceptable Evidence (All evidence shall be provided within the past year of application)</th>
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<tr>
<td><strong>For All ratings</strong></td>
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<tr>
<td>1. POLICY STATEMENT (Pre-requisite 9)</td>
<td>• A document and/or statement accessible by staff, committing that the organisation supports the health and well-being of staff.</td>
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| 2. DEDICATED FUNDS (Pre-requisite 10) | • Communication materials on yearly recreational club activities  
  • Communication materials on committed HR spending on health and well-being items, e.g. annual health screening, e-portal for health and well-being information, etc.  
  • Document to indicate planning of the activities, which include expenditure and Budget |
| **Gold, GoldPLUS and Platinum Ratings** |                                                                                                  |
| 3. WORKPLACE HEALTH PROMOTING POLICIES (Pre-requisite 19) | • Documents and/or statements that are accessible by staff, detailing the health-promoting policies that the organisation commits to their staff. Programmes and activities are not included.  
  • Some examples include healthier catering policies for healthy eating, annual health screening for chronic disease management    |

| i) Active living – promoting employees to be more physically active |
| ii) Mental well-being – supporting good mental health for employees |
| iii) Healthy eating – supporting healthier eating amongst employees |
| iv) Smoke-free – creating a smoke-free environment |
| v) Chronic disease management – screening employees for chronic |
To run a suite of programmes for workplace health promotion based on the identified health needs, for example through surveys such as the Post Occupancy Evaluation (POE). The suite of programmes should target certain goals and objectives, and cover at least the top 3 identified needs in the following topics:

- Active living
- Mental well-being
- Healthy eating
- Smoke-free
- Chronic disease management

- Communication materials on workplace health promotion activities
- Photos of ongoing sessions
- Participation attendance sheets
- Procurement contract with gym/external facilities.

### 6. Timeline for Application

6.1 The Simplified Upgrade is only offered for a limited time period only. Eligible projects will need to apply and submit the complete documentary evidence required under the Simplified Upgrade to BCA for consideration by **31 March 2019**. Late or incomplete applications (including documentary evidence) will not be accepted.

6.2 Please use the enclosed Application Form to lodge your interest.

### 7. Enquiries

7.1 For any enquiries relating to the Simplified Upgrade or the BCA-HPB Green Mark for Healthier Workplaces scheme, please contact the following officers.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Ms Yew Wey Ling</td>
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