



## M-IFS Accreditation Application Checklist

Before applying for M-IFS accreditation, please ensure you have the following items prepared. This checklist is designed to help you complete your application smoothly and meet all required criteria.

- **Chosen your accreditation level** (Standard, Bronze, Silver, Gold, Platinum)
- **Reviewed the full M-IFS criteria and requirements**
- Acknowledged that the current version of the M-IFS Framework includes 34 mandatory criteria across six inclusion categories, plus two optional non-assessed implementation aids (e.g. Line Manager Toolkit, Board-Level Inclusion Guidance). These numbers may evolve slightly over time as the framework is reviewed and expanded.
- Understood that some items include practical flexibility:
  - Prayer breaks may involve time made up later
  - Eid leave is usually drawn from annual leave
  - Hajj leave may be unpaid by agreement
  - Halal options may include vegetarian or fish alternatives if halal meat is unavailable
  - Events with alcohol must allow for opt-outs or remote attendance without consequence
- Read the Employer Guidance Notes (Annex F) for examples and implementation advice
- **Assigned an internal contact person for the application**
- **Collected required documentation** (e.g. prayer room photos, HR policies, Eid celebration policies)
- **Prepared internal feedback or survey data on Muslim inclusion (if available)**

*(This helps validate awareness and usage but is not required for every item if Muslim staff are not yet present.)*



- **I confirm that each criterion will be supported by the required three forms of evidence:**

- Visual (e.g. photos, floor plans, screenshots)
- Policy/Document (e.g. HR policies, guidance, emails)
- Employee Validation (e.g. surveys, quotes, logs)

*Submitting only one or two types is not sufficient. Evidence must demonstrate that the provision is in place, communicated to staff, and being used.*

- **Requested the comprehensive pricing brochure from M-IFS** (includes levels, organisation size tiers, support packages, and add-ons)
- **Reviewed the Reassessment Policy, Terms & Conditions, and Certification Scope Clauses**
- **Considered optional support services** (consultations, workshops, counselling)
- **Read the Rules of Use and Licensing Guidelines** for displaying the M-IFS badge.

*Unlike general awareness charters, M-IFS accreditation is awarded based on assessed evidence against clearly defined standards.*

- **I understand that M-IFS is a structured, evidence-based accreditation.** It is distinct from awareness-based charters or pledges.
- **Contacted M-IFS with any specific queries or clarification needs** ([✉ consult@m-ifs.org.uk](mailto:consult@m-ifs.org.uk))
- **I understand that M-IFS is administered under a structured Quality Management System aligned with ISO 9001:2015 standards.**
- **If your organisation has not recruited in the last 12 months or currently has no Muslim employees, you may still apply. M-IFS assessors will apply a practical lens to your evidence, and help you prioritise improvements where applicable.**
- **I acknowledge that submitted data will be securely retained** for the full certification period and for up to **six (6) years after expiry**, in accordance with M-IFS privacy and audit policies.