



## M-IFS Detailed Evidence Checklist

### Please read before uploading your evidence

All applicants must submit clear, consistent evidence for each of the **34 M-IFS certification criteria**. This helps ensure the assessment is structured, fair, and meaningful - avoiding tokenism or superficial gestures.

Each applicable criterion must be supported by **three distinct types of evidence**. Submitting only one or two types will not meet the assessment standard.

### Required evidence for every criterion

#### 1. Visual Evidence

Photographs, screenshots, signage, or floor plans showing the provision is physically implemented and visible in your organisation. For example: photos of prayer spaces, inclusive events, signage, comms posters. Where possible, include a date for authenticity.

#### 2. Policy or Document Evidence

A formal document showing that the provision is embedded in the organisation's practices. Examples include HR policies, internal communications, training materials, procedural handbooks, or operational documents.

#### 3. Employee Validation Evidence

Proof that employees are aware of and can access the provision. Includes anonymised survey data, usage logs, engagement statistics, or direct staff feedback confirming lived experience.

### All evidence must meet three tests:

- **In Place:** The provision must exist and be available to staff in practice.
- **Communicated:** Staff must have been told about it - through emails, meetings, or induction.
- **Used or Experienced:** There must be evidence that the provision is being accessed or known by staff.

### Important Reminders:

- All evidence must be **specific to the individual criterion**.
- **Symbolic or generic DEI materials** will not meet the requirement.
- **One-off events or pilot schemes** will only be accepted if still active and accessible.
- Evidence must reflect **multi-faith inclusion**, not just single-faith provision.
- Where **no current staff from faith backgrounds** exist, readiness-based evidence may be considered (e.g. policy exists but not yet used).
- If your organisation operates **multiple sites**, each site with 10%+ of employees from religious backgrounds may be subject to audit.
- **At least 50% of eligible sites** must meet the criteria or an agreed representative sample will be audited.



- Certification applies only to the **declared legal entity**. Relocations, site closures, or rebrands that affect provisions (e.g. prayer space) must be reported within **30 days** and may require reassessment.

If unsure how to evidence a specific criterion, contact [consult@m-ifs.org.uk](mailto:consult@m-ifs.org.uk) for support before submitting.

### **1. Private prayer or reflection space**

A designated space is available for private prayer, reflection, or meditation, accessible to employees of all faiths or none.

#### **Photo or Visual Evidence**

- ☐ Clear photo of the space (e.g. room signage, layout, usage posters)

#### **Policy/Document Evidence**

- ☐ HR policy or facilities guidance referencing prayer/reflection space

#### **Employee Validation**

- ☐ Feedback or internal communication confirming employee awareness or use

### **2. Facilities for religious hygiene (e.g. ablution, ritual washing)**

Appropriate facilities are available to support ritual washing or religious hygiene needs across different faith traditions.

#### **Photo or Visual Evidence**

- ☐ Images showing facilities such as wash basins or signage

#### **Policy/Document Evidence**

- ☐ Maintenance or cleaning schedule referencing these facilities

#### **Employee Validation**

- ☐ Feedback confirming the space is known, usable, and appropriately maintained

### 3. Flexible working for religious observances

Flexibility is supported around key religious times (e.g. prayer, Sabbath, observance preparation), enabling respectful accommodation without disadvantaging staff.

#### Photo or Visual Evidence

- ☐ Screenshot or image of rota/schedule showing observed flexibility

#### Policy/Document Evidence

- ☐ HR policy confirming flexibility during religious observances

#### Employee Validation

- ☐ Staff survey or feedback noting ability to adjust work schedule when needed

### 4. Daily prayer or reflection time flexibility

Staff are supported in taking short breaks for prayer, reflection, or spiritual needs throughout the day, subject to operational feasibility.

#### Photo or Visual Evidence

- ☐ Screenshot of internal schedule or break policy reference

#### Policy/Document Evidence

- ☐ Written guidance confirming support for short prayer or reflection breaks

#### Employee Validation

- ☐ Anonymous staff quote or usage log confirming time is permitted and used

### 5. Private, well-maintained multi-faith or contemplation rooms

A dedicated, well-maintained space is available for quiet reflection or prayer, clearly signposted and regularly cleaned.

#### Photo or Visual Evidence

- ☐ Image showing the room, signage, and any available facilities

**Policy/Document Evidence**

- ☐ Workplace guide or facilities policy referencing upkeep and signage

**Employee Validation**

- ☐ Staff quote or email showing positive usage experience

**6. Awareness of key religious and cultural observances**

Staff are supported through clear internal awareness of major religious and cultural observances relevant to the workforce.

**Photo or Visual Evidence**

- ☐ Screenshots of internal calendars, posters, or staff newsletters showing observance dates (e.g. Passover, Ramadan, Vaisakhi)

**Policy/Document Evidence**

- ☐ Employee handbook, DEI calendar, or HR guide listing significant religious observances

**Employee Validation**

- ☐ Feedback or staff survey showing employees feel their religious observances are understood and acknowledged

**7. Flexible breaks during observance periods (e.g. fasting or festival times)**

Staff can adjust their work or break times during religious periods, such as fasting, reflection, or festival preparation.

**Photo or Visual Evidence**

- ☐ Screenshot of break rota or internal guidance referencing adjusted hours

**Policy/Document Evidence**

- ☐ HR policy or manager guidance confirming flexibility during observances

**Employee Validation**

- ☐ Feedback confirming staff are aware of and able to use flexible breaks during observance periods

## 8. Flexible working during religious observance periods

Flexible start/finish times or shift patterns are permitted during religious observances (e.g. Lent, Ramadan, Yom Kippur), subject to operational needs.

### Photo or Visual Evidence

- ☐ Screenshot of flexible working request form or approved shift pattern

### Policy/Document Evidence

- ☐ Internal communication or HR guidance confirming this flexibility

### Employee Validation

- ☐ Testimonial or staff feedback confirming uptake or availability

## 9. Time off for religious or belief-based observances

Employees can take time off for religious celebrations or observances (e.g. Christmas, Eid, Diwali), using annual leave or other options.

### Photo or Visual Evidence

- ☐ Screenshot of HR system or leave request form with observance noted

### Policy/Document Evidence

- ☐ Leave policy referencing religious or belief-based observance leave

### Employee Validation

- ☐ Feedback showing staff are comfortable requesting time off for observance

## 10. Custom solutions for individual observance needs

The organisation supports tailored solutions for unique or extended observance needs (e.g. spiritual retreats, fasting-related adjustments), where appropriate.

### Photo or Visual Evidence

- ☐ Example of a tailored schedule or internal message confirming arrangement

**Policy/Document Evidence**

- ☐ HR record or policy allowing bespoke accommodations based on need

**Employee Validation**

- ☐ Staff confirmation that custom arrangements have been offered or granted

**11. Policy for religious festival leave (e.g. Eid, Diwali, Christmas)**

Staff are supported in taking time off for religious or cultural festivals in line with annual leave policies.

**Photo or Visual Evidence**

- ☐ Screenshot of internal leave request form showing religious leave recorded or accepted

**Policy/Document Evidence**

- ☐ HR policy clearly referencing religious festival leave or examples of cultural observance time

**Employee Validation**

- ☐ Staff feedback or survey confirming comfort in requesting leave for religious or cultural festivals

**12. Leave options for extended observances or pilgrimage**

Employees are allowed to take extended leave (paid or unpaid) for significant religious journeys or observance periods, where feasible.

**Photo or Visual Evidence**

- ☐ Internal HR record or communication showing approved leave for extended observance

**Policy/Document Evidence**

- ☐ Leave or HR policy referencing options for extended religious leave or pilgrimage

**Employee Validation**

- ☐ Employee quote or anonymised feedback showing leave was taken or support was given

**13. Catering for diverse dietary needs (e.g. halal, kosher, vegetarian, vegan)**

Catering provided at events, meetings, or on-site facilities considers varied religious and ethical dietary requirements.

**Photo or Visual Evidence**

- ☐ Event photo or menu showing availability of diverse dietary options

**Policy/Document Evidence**

- ☐ Catering policy or event planning document outlining inclusive food provision

**Employee Validation**

- ☐ Survey result or feedback confirming staff satisfaction with inclusive catering options

**14. Formal policies for dietary inclusion**

There is a clear written policy to ensure dietary needs linked to religious, ethical, or cultural practices are recognised and addressed.

**Photo or Visual Evidence**

- ☐ Catering signage, food labelling, or pantry/fridge photos demonstrating awareness

**Policy/Document Evidence**

- ☐ Written policy on dietary inclusion (e.g. halal, kosher, vegetarian) embedded in staff guidance

**Employee Validation**

- ☐ Testimonial or internal feedback confirming awareness and use of inclusive dietary options

**15. Inclusive social events (e.g. non-alcoholic options, respectful activities)**

Social, team-building, and celebration events are planned in a way that allows participation across faiths, beliefs, and cultural backgrounds.

**Photo or Visual Evidence**

- ☐ Event images showing inclusive options (e.g. non-alcoholic drinks, varied entertainment)

**Policy/Document Evidence**

- ☐ Internal event planning guidelines or staff handbook with inclusion provisions

**Employee Validation**

- ☐ Feedback from event participants confirming inclusive experience

**16. Recognition of religious and cultural festivals**

Workplace communications or events acknowledge and respect a range of religious and cultural festivals relevant to staff.

**Photo or Visual Evidence**

- ☐ Photos of inclusive festival recognition (e.g. displays, events)

**Policy/Document Evidence**

- ☐ Internal comms, calendar, or HR email recognising diverse festivals

**Employee Validation**

- ☐ Staff feedback confirming recognition and respectful inclusion of festivals

**17. Inclusive dress code policy**

Dress code guidance allows for religious, cultural, or belief-related attire, within reasonable boundaries of safety and professionalism.

**Photo or Visual Evidence**

- ☐ Workplace images showing visibly inclusive attire

**Policy/Document Evidence**

- ☐ Dress code policy referencing religious and cultural accommodation

**Employee Validation**

- ☐ Staff comment, usage confirmation, or survey result indicating inclusion
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### **18. Inclusive travel arrangements (e.g. same-gender rooms)**

When overnight stays or business travel are required, arrangements are respectful of faith or belief related sensitivities.

#### **Photo or Visual Evidence**

- ☐ Sample travel itinerary or booking confirmation respecting inclusion needs

#### **Policy/Document Evidence**

- ☐ Travel policy including options for privacy or same-gender rooming

#### **Employee Validation**

- ☐ Staff feedback or anonymised request logs confirming inclusive practice

### **19. Inclusion across all company events**

Inclusion principles are consistently applied across internal and external events, not limited to one-off celebrations.

#### **Photo or Visual Evidence**

- ☐ Photos of team days, off-sites, or town halls showing inclusive practice

#### **Policy/Document Evidence**

- ☐ Event planning checklist or comms referencing multi-faith or cultural inclusion

#### **Employee Validation**

- ☐ Staff quotes or feedback reflecting inclusive event experience

### **20. Private accommodation for travel when required**

Organisations offer private rooms or alternative arrangements during travel where necessary due to religious, cultural, or belief-related reasons.

#### **Photo or Visual Evidence**

- ☐ Sample confirmation of private accommodation booking

**Policy/Document Evidence**

- ☐ Travel policy or booking procedure outlining option for private rooms

**Employee Validation**

- ☐ Testimonial or feedback confirming respectful accommodation arrangements

**21. Behavioural expectations for inclusion around faith and belief (Large & Enterprise only)**

Clear behavioural standards or codes of conduct promote respectful interactions around diverse religious, cultural, and belief identities.

**Photo or Visual Evidence**

- ☐ Internal posters, training slides, or intranet screen captures showing behavioural guidance

**Policy/Document Evidence**

- ☐ Staff handbook, code of conduct, or disciplinary policy referencing inclusion around faith and belief

**Employee Validation**

- ☐ Survey results or testimonials showing awareness and impact of respectful behaviour standards

**22. Workplace policies with inclusive benefits (e.g. ethical pensions)**

HR and benefits policies offer inclusive options such as ethical, faith-based, or culturally aligned pension or benefit schemes.

**Photo or Visual Evidence**

- ☐ Screenshots or leaflets of benefit platforms showing available options

**Policy/Document Evidence**

- ☐ Benefits policy or pension provider documents listing inclusive options

**Employee Validation**

- ☐ Employee confirmation of selection or awareness of inclusive benefits
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**23. Leadership training on inclusive faith and belief practices**

Managers and leaders are trained on how to accommodate and lead inclusively across diverse faith and belief backgrounds.

**Photo or Visual Evidence**

- ☐ Training slides, screenshots, or attendance screenshots

**Policy/Document Evidence**

- ☐ Learning and development materials or session agendas

**Employee Validation**

- ☐ Feedback forms or training logs confirming uptake and relevance

**24. Inclusion Index or staff survey reflecting faith and belief inclusion**

Regular surveys or reporting mechanisms include questions related to religious, cultural, or belief-based inclusion.

**Photo or Visual Evidence**

- ☐ Dashboard visuals or screenshots showing inclusion data by religion/belief

**Policy/Document Evidence**

- ☐ Survey templates or reporting frameworks used internally

**Employee Validation**

- ☐ Results or testimonials from staff confirming faith-related inclusion is measured

**25. Pay equity audits inclusive of faith-based data (Large & Enterprise only)**

Where legally and ethically permissible, organisations review pay and progression data to identify disparities related to religious or belief background.

**Photo or Visual Evidence**

- ☐ Charts, graphs, or anonymised summaries of faith-related pay data

**Policy/Document Evidence**

- ☐ DEI or HR audit reports outlining methodology and scope

**Employee Validation**

- ☐ Internal communication or anonymised staff responses confirming awareness or participation

**26. Policy co-creation with faith and belief representatives**

Policies and practices are developed or reviewed in consultation with employees from diverse religious, cultural, and belief backgrounds.

**Photo or Visual Evidence**

- ☐ Meeting records, screenshots, or photos of consultation sessions

**Policy/Document Evidence**

- ☐ DEI policy drafts or consultation logs referencing employee involvement

**Employee Validation**

- ☐ Staff quotes or feedback confirming involvement or review process

**27. Visibility and representation of people of all faiths and none (Large & Enterprise only)**

DEI strategy includes proactive visibility, representation, or targets for staff across different belief identities.

**Photo or Visual Evidence**

- ☐ Internal campaign posters, intranet highlights, or events showing visible representation

**Policy/Document Evidence**

- ☐ Strategy documents, action plans, or internal targets related to religious inclusion

**Employee Validation**

- ☐ Feedback from staff networks or surveys affirming diverse representation efforts

**28. Participation in external benchmarking or awards**

Organisation engages in external schemes or awards that reflect religious, cultural, or belief-based inclusion.

**Photo or Visual Evidence**

- ☐ Photos of awards, certificates, or event participation

**Policy/Document Evidence**

- ☐ Submissions or summaries of award or benchmarking applications

**Employee Validation**

- ☐ Staff awareness or pride statements relating to external participation

**29. Tracking religious and cultural inclusion over time**

Inclusion is monitored over multiple years, showing commitment to continuous improvement.

**Photo or Visual Evidence**

- ☐ Trend charts, reports, or dashboards from recent years

**Policy/Document Evidence**

- ☐ Reports showing comparative year-on-year progress

**Employee Validation**

- ☐ Staff commentary or survey feedback showing noticed improvements

**30. Inclusive recruitment practices**

Hiring practices are designed to reduce bias and support diverse applicants, including those of different faiths or beliefs.

**Photo or Visual Evidence**

- ☐ Job ads, interview materials, or recruitment portal screenshots showing inclusive language

**Policy/Document Evidence**

- ☐ Recruitment policy outlining blind shortlisting, panel diversity, and inclusive criteria

**Employee Validation**

- ☐ Feedback from recent recruits or anonymised recruitment outcomes indicating inclusion

**31. Inclusion embedded in procurement practices (Large & Enterprise only)**

Suppliers and partners are expected to meet inclusive standards, including around religion and belief where applicable.

**Photo or Visual Evidence**

- ☐ Supplier questionnaires or checklists showing inclusion questions

**Policy/Document Evidence**

- ☐ Procurement policy or supplier code of conduct referencing inclusion

**Employee Validation**

- ☐ Procurement team comment or confirmation showing application of policy

**32. Annual review and employee feedback loop**

Faith and belief inclusion is reviewed annually with staff input feeding into action planning.

**Photo or Visual Evidence**

- ☐ Meeting records, review summaries, or comms showing review in action

**Policy/Document Evidence**

- ☐ Review schedules or action plans resulting from feedback

**Employee Validation**

- ☐ Quotes or staff feedback confirming involvement or impact of review



### **33. Faith and belief employee networks or forums**

Organisations support forums or networks for employees of different religious or belief backgrounds to connect and raise concerns.

#### **Photo or Visual Evidence**

- ☐ Photos of events, meeting invites, or community platforms

#### **Policy/Document Evidence**

- ☐ Network terms of reference or internal communications supporting its role

#### **Employee Validation**

- ☐ Member quotes or testimonials about value and experience

### **34. Awareness talks on diverse faith and belief practices**

Regular talks, webinars, or events raise awareness of varied religious and cultural practices to foster understanding.

#### **Photo or Visual Evidence**

- ☐ Event posters, webinar screenshots, or speaker photos

#### **Policy/Document Evidence**

- ☐ Event agenda or internal communications promoting talks

#### **Employee Validation**

- ☐ Attendee feedback or testimonials about awareness gained

### **Non-Assessed Tools**

These tools are **voluntary** and are not included in the assessment score. However, they demonstrate commitment to continual improvement and can support wider inclusion goals across your organisation.

#### **Board-level targets to improve faith and belief diversity**

Senior leadership has voluntarily set measurable goals to improve representation of people of all faiths and none at board or leadership level.

#### **Photo or Visual Evidence**

- ☐ Strategy visuals, board updates, or internal dashboards referencing faith and belief targets

#### **Policy/Document Evidence**

- ☐ DEI strategy, board minutes, or action plans showing commitment to representation

#### **Employee Validation**

- ☐ Senior leader statements, DEI lead confirmation, or staff feedback on leadership visibility

### **M-IFS Line Manager Training Toolkit**

The organisation has accessed or implemented the M-IFS Line Manager Toolkit to support inclusive leadership at the team level.

#### **Photo or Visual Evidence**

- ☐ Screenshots, training packs, or internal slides showing use of the toolkit

#### **Policy/Document Evidence**

- ☐ Internal rollout plan, training logs, or HR strategy referencing the toolkit

#### **Employee Validation**

- ☐ Manager or team member feedback confirming usage and impact