

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.

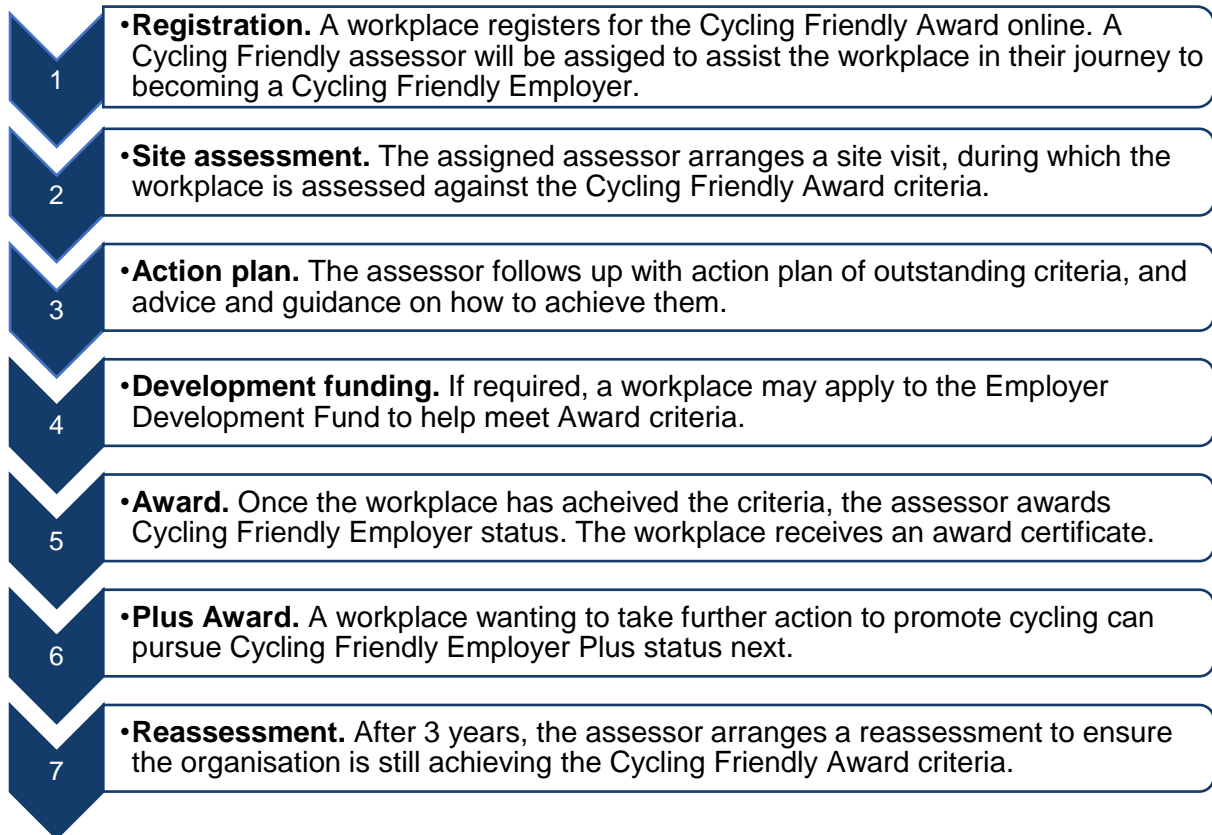
- Studies have shown that those who regularly cycle to work typically take fewer sick days than less active commuters.
- Regular exercise not only reduces stress and improves mental health, but can also increase energy and concentration levels, leading to happier, more productive staff.
- Cycling can 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 [service centres](#) 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 for capital projects 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 your 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 comms pack to spread the news that you're Cycling Friendly.

For further information, or to view all of Cycling Scotland's projects, please check our website <https://www.cycling.scot> or contact us on 0141 229 5350 or by email CyclingFriendly@cyling.scot

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; 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"> • Cycle parking is available for staff and fit for use • Suitable and accessible location that staff are aware of 	<ul style="list-style-type: none"> • Cycle parking is sheltered from the elements • Cycle parking is secure and monitored by CCTV • Cycle parking is available for more than 10% of staff • Additional cycle parking available for visitors • Easy and convenient access • Good signage 	<ul style="list-style-type: none"> • Cycling Friendly assessment of facilities • Awareness raising through staff induction, handbook and intranet
	Does the workplace provide changing facilities?	<ul style="list-style-type: none"> • Basic changing area available and fit for use • Suitable and accessible location that staff are aware of 	<ul style="list-style-type: none"> • Changing area with seating, clothes hangers and lockers • Shower facilities or arrangements with mirrors, hairdryers and straighteners • Drying area or cabinet for towels and cycling gear • Lockers available for visitors 	<ul style="list-style-type: none"> • Cycling Friendly assessment of facilities • Awareness raising through staff induction, handbook and intranet
	Does the workplace provide access to bikes, e.g. pool bikes, corporate membership to bike hire scheme?	<ul style="list-style-type: none"> • Pool bike/s available • Corporate membership to bike hire scheme or use of hire bikes refunded through expense claims 	<ul style="list-style-type: none"> • Well promoted scheme and high staff awareness • Easy and convenient booking system and adequate induction • Various sizes and types of bikes available • Fleet well maintained • Accessories provided, e.g. panniers, waterproofs, gloves 	<ul style="list-style-type: none"> • Agreement with bike hire scheme providers • Cycling Friendly assessment of facilities • Awareness raising through staff induction, handbook and intranet

Promotion & Communication	Criterion	CFE	CFE Plus	Example evidence
	Does the workplace provide staff with cycle maps and cycling information or resources?	<ul style="list-style-type: none"> Links to cycling information and resources shared with staff through intranet or noticeboard 	<ul style="list-style-type: none"> Local cycle maps available for free Dedicated area for cycling information and resources in both print and online format 	<ul style="list-style-type: none"> Staff intranet, email or social media Noticeboard and posters Travel planning Cycling freebies or gifts
	Does the workplace have an active Bicycle User Group?	<ul style="list-style-type: none"> Dedicated platform or forum to discuss cycling-related topics 	<ul style="list-style-type: none"> Senior management support BUG, attend meetings and address flagged issues Ongoing promotion for growing membership Social activities organised, e.g. after work rides and buddy services 	<ul style="list-style-type: none"> Group on intranet, social media, Slack, Yammer, etc. Meeting minutes Attendance by senior representative
	Does the workplace have a named Cycle Champion?	<ul style="list-style-type: none"> Dedicated cycle champion who leads on promoting cycling 	<ul style="list-style-type: none"> Named cycle champion with recognised responsibilities and protected time Support from senior management Active travel plan or strategy 	<ul style="list-style-type: none"> Strategy Document Mission Statement Commitment of staff time Active travel plan Records of communication
	Does your workplace promote any cycling events?	<ul style="list-style-type: none"> Hosting occasional workplace cycling events Publicity of cycling events e.g. Cycle to Work Day Sharing relevant newsletters from cycling organisations 	<ul style="list-style-type: none"> Hosting regular workplace cycling events e.g. bike breakfast, Dr Bike, maintenance classes, social rides etc. 	<ul style="list-style-type: none"> Awareness raising through BUG, posters, newsletter, noticeboard, etc. Records of attendance Photos
	Does the workplace offer or support staff to receive cycle training?	<ul style="list-style-type: none"> Links to Essential Cycling Skills or other training resources shared with staff Advertising local cycle training initiatives 	<ul style="list-style-type: none"> Essential Cycling Skills session or other cycle training offered Provision for one-to-one cycle training Guided workplace rides organised and buddy service offered 	<ul style="list-style-type: none"> Awareness raising through BUG, posters, newsletter, noticeboard, etc. Records of attendance Photos

Organisational Policies & Commitments	Criterion	CFE	CFE Plus	Example evidence
	Does the workplace provide access to discounted or free bicycles, e.g. Cycle to Work Scheme?	<ul style="list-style-type: none"> • C2W scheme available and well promoted • Discount with local bike shop negotiated, pay-up scheme or long-term loan offered 	<ul style="list-style-type: none"> • C2W scheme available all year round • Levels of uptake monitored • Alternative offered to staff who are not eligible for C2W scheme 	<ul style="list-style-type: none"> • Cycle to Work Scheme agreement • Awareness raising through staff induction, handbook and intranet
	Does the workplace provide a bicycle mileage allowance for business journeys?	<ul style="list-style-type: none"> • HMRC recommended rate 20p per mile paid • Included in expenses policy, claim form and staff handbook 	<ul style="list-style-type: none"> • HMRC recommended rate exceeded • Well promoted offer and high staff awareness 	<ul style="list-style-type: none"> • Awareness raising through staff induction, handbook and intranet
	Does the workplace regularly monitor staff cycling rates?	<ul style="list-style-type: none"> • Participation in the biannual Big Count 	<ul style="list-style-type: none"> • Regular staff travel surveys • Regular cycle counts 	<ul style="list-style-type: none"> • Travel survey results • Log of cycle counts
	Does cycling contribute to other workplace health, wellbeing and physical activity initiatives, e.g. Healthy Working Lives Award?	<ul style="list-style-type: none"> • Commitment and action towards improving staff health and wellbeing and promoting physical activity at work • Cycling is used to evidence criteria in other workplace awards 	<ul style="list-style-type: none"> • Cycling is integrated into health and wellbeing activities • Achieving Silver or Gold Healthy Working Lives Award 	<ul style="list-style-type: none"> • Health & wellbeing promotion and activities • Registration to HWL or other workplace awards