



Time to Test

Thank you, from the whole team at Jo's, for getting involved. By signing up to Time to Test, you're telling your team that their cervical health is really important, and removing a barrier which often stops people from attending a potentially life-saving appointment.

This document is intended for internal communications professionals, wellbeing teams, HR teams or whoever will be implementing Time to Test.

What's Time to Test? It's simple!

- Committing to give your employees the time off, or the flexible conditions, to attend cervical screening appointments if they are unable to attend outside working hours
- Supporting Jo's Cervical Cancer Trust in raising awareness of cervical cancer prevention in your workplace.

Now you're signed up, here's how to get going.

Step 1: Tell your employees

[This Google drive](#) contains tons of assets which will help you to do this. Whether you have a newsletter, an intranet or you let staff know in a meeting – it's important to spread the good news!

You could include details of Time to Test in your recruitment handbook so that new starters know about this.

Step 2: Tell the world

Head to our Google drive to share your Time to Test commitment on social media – we have graphics and some suggested posts.

We have a template press release in the Google drive if you want to shout about this even further – contact amy@jostrust.org.uk if we can help further with anything media-related.



You may also want to display the Time to Test certificate and logo somewhere prominent, be it online, in an office or in a window!

Step 3: Positive changes

How you give Time to Test is up to you. You know the demands and the needs of your own organisation better than anyone – that's why you signed up! But how you implement Time to Test might be completely unique.

Covid may have changed the ways in which you work, and it might be more easy or difficult than before for your staff to attend healthcare appointments. Above all, the important thing is that you are offering flexibility to attend appointments, and raising awareness of cervical cancer and screening.

Step 4: Keep the conversation going.

Not everybody feels comfortable discussing cervical screening, but doing so can save lives. You can make sure that everyone understands that – even though it's not always easy - cervical screening is really important, it can prevent cervical cancer, and there are lots of ways (which we can provide) to make a cervical screening appointment better or more comfortable.

Raising awareness can be simple:

- Put up posters which we have provided in the [Google drive](#)
- Hold an awareness session about cervical screening, or speak about it in a team meeting
- Join in with our campaign weeks – Cervical Cancer Prevention Week in January, and Cervical Screening Awareness Week in June. We will be in touch nearer the time

What next? Can you support Jo's as your chosen charity?

- Take part in Steps for Jo's as a staff team
- Host events with your staff
- Donate proceeds from a selected product

For more information, get in touch with our fundraising team:
fundraising@jostrust.org.uk