

Business Name

Effective Date: TBA

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Revised Date:

WELLNESS POLICY

Section: xxxxxxxxxxxx

Administrative Policy XX

PURPOSE: The purpose of this administrative policy is to promote and support employee health and wellness, to describe the program's organization and focus areas, and encourage and support employee participation.

SCOPE: This Administrative Policy applies to all XXXX staff.

RESPONSIBILITY: It is the responsibility of the XXX and XXX to administer and enforce this policy and to ensure consistent application, enforcement, and compliance. This policy will be communicated to all current employees and included in the new employee orientation.

POLICY: It is the policy of XXXX to create, promote, and maintain a supportive environment for employees to make healthier personal lifestyle choices. **XXXX shall:**

- Maintain the worksite wellness program, XXXX, whose vision is to help employees stay healthy, well, & wise.
- Maintain a wellness coordinator and wellness team. The wellness team will:
 1. Consist of employees from each division and will meet at a minimum every other month.
 2. Will collect data and share aggregate results annually. A culture audit and needs and interest survey will be provided on a rotating basis and a bio-metric screenings and health risk assessment will be provided annually.
 3. Develop an annual operating plan and program timeline using aggregate data to determine appropriate interventions. Wellness activities will focus on the following key areas:
 - Organization commitment
 - Nutrition
 - Physical activity
 - Tobacco Free Living
 - Chronic Disease Management
 - Employee Engagement
 - Habitat/Physical Environment

4. Coordinate all wellness program activities including planning, implementation, and evaluation.
 5. Communicate program information, participation levels, outcomes, and testimonials via email and the quarterly newsletter.
- Provide opportunities for physical activity during agency sponsored or support events. This could include physical activity breaks in meetings that last longer than one hour, walking meetings, and organized walking groups.
 - Provide flexible work schedules that will allow employees to use authorized break time to combine lunch and 15 minute breaks to engage in physical activity during the workday as long as it does not interfere with their work duties. Supervisor approval required.
 - Provide employees both an indoor location for physical activity, outdoor walking routes, and an opportunity to be physically active for 3 minutes each hour.
 - Provide an ergonomic assessment. Employees will be provided an ergonomic assessment upon hire or if a reassessment is needed, employees shall work with their supervisor to complete an assessment. Reasonable accommodations will be provided.
 - Provide some healthier food and beverage options at company sponsored meetings and events where food is provided. Healthier food options include fruits, vegetables, whole grain products, baked rather than fried foods, low-fat dairy products and water.
 - Maintain a minimum of 30% healthy choices in vending machines located on agency grounds. The healthy choices must meet the NEMS-V criteria.
 - Ensure that employees have access to basic facilities necessary for the hygienic storage and preparation of lunch. This includes a sink, microwave, refrigerator, and a filtered water fountain.
 - Provide a location for employees to access “quiet” areas for personal time or heads down work.
 - Encourage and support employees who choose to breastfeed infants after returning to work. See Lactation Support Policy.
 - Provide an environment free of tobacco use. See Tobacco Free Policy.

Signature on File

approved:

References: