

April 1, 2017 – December 1, 2017

# Wellness Program Guide

**NORTHERN**  
Safety & Industrial



Wellworks<sup>For You</sup>

Wellness Coordinator: Colleen Cornely  
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 800.425.4657

# Welcome

*Welcome to your 2017 Wellness Program! Northern Safety and Wellworks For You are excited to announce the new Wellness Program for Northern Safety associates in 2017! Through your voluntary participation in various activities, you will earn credit that can reward with up to \$250.00 at the end of the wellness program. Your program details are outlined throughout this brochure.*

## Overview

Complete **Steps 1-3** listed below by **December 1, 2017** be eligible for an incentive.

- ✓ **STEP 1** – Complete Physician Results Form
- ✓ **STEP 2** – Complete the Know Your Number (KYN) Assessment on the Wellness Portal
- ✓ **STEP 3** – Complete Additional Wellness Activity

## Wellness Portal

In order for your participation in the program to be tracked, associates are required to have a Wellworks For You Wellness Portal account.

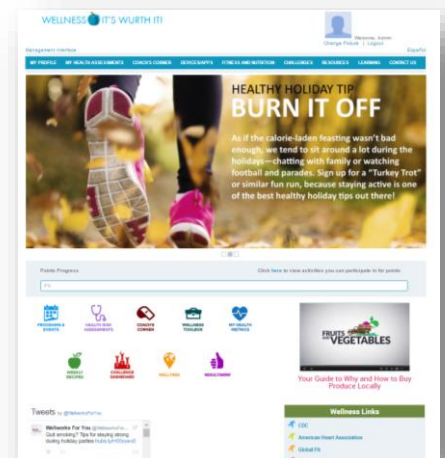
Please follow the steps below to register. **In accordance with HIPAA confidentiality laws, your individual data is accessible only to you and the third party vendor, Wellworks For You. Wurth Group will not be disclosed any personal information such as biometric data or Know Your Number Assessment individual reporting.**

### Create Your Confidential Wellness Portal Account

1. Go to **www.wellworksforyoulogin.com**
2. Click the link to create an account as a **New Member**
3. Enter your Company ID: **10993**
4. Create a Username and Password
5. Accept the terms of the Consent Form
6. Enter the required Personal Information

### Forgot Your Password?

1. Go to **www.wellworksforyoulogin.com**
2. Select the **Forgot Password** link
3. Enter your email address to initiate the password reset process or contact **800.425.4657** to have a temporary password set



# Program Requirements

You must complete the **Physician Results Form and Know Your Number Assessment** to be eligible for any incentive. You will have the opportunity to earn a higher reward card incentive if you complete additional activities.

## Requirements

### Step 1 – Physician Results Form & Know Your Number Assessment (\$100)

#### Physician Results Form

Visit your Primary Care Physician and obtain lab work. Print out the **Physician Results Form** located on the Wellness Portal under **My Profile>Wellness Toolbox** and take it to your doctor. Screenings completed from **December 2, 2016** through **December 1, 2017** are applicable to the 2017 Wellness Program. Submit your completed form to **Colleen Cornely** via email at **c.cornely@wellworksforyou.com** by **December 1, 2017**.

#### Know Your Number Assessment

Associates must complete the health questionnaire located on the Wellness Portal under **My Health Assessment>Know your Number Assessment** by **December 1, 2017**. **Please note:** *You will be asked to complete the Know Your Number Assessment each year. While you may have completed it last year, you will need to complete it again in 2017 to meet this requirement.*

- If you see that your metrics **are entered**, complete all questions and click **Finish** to submit your responses.
- If you see that your metrics **are not yet entered**, complete all other questions and click **Save**. The assessment will be completed once your results are entered by Wellworks For You.

### Step 2 – Complete Additional Activities (Earn up to \$150)

Once you have completed the Physician Results and Release Form and Know Your Number Assessment, you have the opportunity to earn an additional \$150 through your participation of additional wellness activities.

ADDITIONAL ACTIVITIES	VALUE
<b>Preventative Exams</b> - Earn money for each preventative visit you submit (dental, flu shot, vision, mammogram, OB/GYN, colonoscopy, prostate exams). Exams must take place between 12/2/16 and 12/1/17. Download and print the Proof of Visit Form when you go to your appointment. This form is located on the Wellness Portal under <b>My Profile&gt;Wellness Toolbox</b> .	\$10 - \$100
<b>Wellness Challenges</b> - Wellness Challenges will be announced during the year. There will be <b>two (2)</b> opportunities throughout the year.	\$TBD
<b>Learning Series</b> - Complete a six (6) module learning series located on the Wellness Portal consisting of short educational videos and quizzes focusing on new topics. All available Learning Series are located under the <b>Learning</b> tab on the Wellness Portal. You must begin the learning series by 10/1/2017 to receive credit.	\$10 per learning series
<b>Weight Management Program</b> - Program may be at home, in office, or through a Physician. Examples include Weight Watchers, Jenny Craig, and NutriSystem. Proof must include 12 weeks of active participation in the program.	\$100
<b>Physical Activity Log</b> - Show proof of 100 gym visits by <b>12/1/2017</b> . Request an attendance report from the gym or complete the <b>Physical Activity Log</b> located under <b>My Profile&gt;Wellness Toolbox</b> .	\$100

# Incentive and Additional Information

## Incentives

You must complete the **Physician Results Form and Know Your Number Assessment** to be eligible for any incentive. The maximum possible incentive that you can receive is \$250.00. **Associates must be in an active status at the time of the incentive distribution.**

REQUIREMENTS	INCENTIVES
Physician Results Form + Know Your Number Assessment	\$100.00
Additional Activities	\$10.00 - \$100.00
<b>Total Possible Incentives</b>	<b>\$250.00</b>

## Additional Information

### View Details for all Programs, Events, and Activities

Events are listed on your personal Wellness Portal ([www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)) under **My Profile>Programs and Events**. To view extended details about each program, select **Click Here for Details** next to the event title.

### How to Submit Documents

You can submit your wellness program documents to your Wellness Coordinator, Colleen Cornely, via email at [c.cornely@wellworksforyou.com](mailto:c.cornely@wellworksforyou.com).

### View your Participation

Wondering how much money you have earned throughout the year?

1. Log into your Wellness Portal ([www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com))
2. Go to **My Profile>ResultsNow**

**Please allow at least 2 weeks for participation to be updated in the Wellness Portal after completing an activity.** If there are any questions about your participation or completion, please contact **Colleen Cornely** at [c.cornely@wellworksforyou.com](mailto:c.cornely@wellworksforyou.com).

### Fitbit Technology

Our Wellness Portal is compatible with all Fitbit! View your individual progress, track your steps and calories and stay motivated in your Wellness Program by syncing your Fitbit device directly to the Wellness Portal. As a wellness partner, Wurth associates are eligible to receive a discount on the purchase of Fitbit pedometers. Simply print the **Pedometer Order Form** located in your Wellness Toolbox to order your Fitbit today!

# Wellness Program

## The Fine Print

Wurth Group of North America's Wellness Program is a voluntary wellness program available to all associates. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete a voluntary Know Your Number Assessment, or "KYN" that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You will also be asked to complete the Physician Results Form, which will include a blood test for total cholesterol, LDL, HDL, triglycerides, glucose, height, weight, waist circumference, and blood pressure. You are not required to complete the KYN or to participate in the blood test or other medical examinations.

However, associates who choose to participate in the wellness program will receive an incentive of \$100.00 for completing a Physician Results Form and Know Your Number Health Assessment. Although you are not required to complete the KYN or complete the physician results form, only associates who do so will receive the incentive.

If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Wellworks For You at 800-425-4657.

The information from your KYN and the results from your Physician Results Form will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program, such as Health Coaching, online Learning Series, and Wellness Challenges. You also are encouraged to share your results or concerns with your own doctor.

### PROTECTIONS FROM DISCLOSURE OF MEDICAL INFORMATION

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and Wurth may use aggregate information it collects to design a program based on identified health risks in the workplace, Wellworks For You will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information are the Wellworks For You team and Health Coaches in order to provide you with services under the wellness program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact Wellworks For You at 800-425-4657.