

**Leadership and Culture**

**Checklist f**

**Leadership and Culture** **Checklist for Taking Action at your Worksite**

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  **Checklist for Taking Action at your Worksite:**

 **Exercise**: Identify 2–3 barriers to worksite health in your organization (consider leadership support, policies, environment, and work culture). For each barrier, identify 1–2 ways the barrier could be reduced or removed. Use this information for reference and incorporation into your worksite health plan.

 Identify key people in the organization who are in positions of influence to support the worksite health team.

o Review the “Creating Leadership Support” slide and assess where key leaders fall on the continuum.

* Use the information from the Making the Case presentation to build support for the worksite health program among these individuals.

 Link worksite health to the business strategy.

 Link program outcomes to employee financial/health benefits.

 Integrate worksite health responsibilities into job descriptions/annual reviews and job performance criteria.

* Implement a senior-level worksite health pilot program.

 **Worksite Health Team Exercise:**

* Assess what is in place—

 Are you developing a new worksite health champion team?

 Are you merging existing teams (i.e., wellness and safety)?

* Consider the components of effective worksite health teams.
* See sample worksite health team charter).

 Develop a program name and logo.

* Leverage existing brand equity /integrate into corporate culture.
* Involve employees in name/logo process.
* Use images that reflect your employee population.
* Brand all program communications for consistency.

**Action Steps Checklist:**

□ Identify barriers to the worksite health program.

□ Identify strategies to reduce the impact of barriers.

□ Build support for the worksite health program with key leaders in the organization.

□ Determine the worksite health champion team structure and representation.

□ Select worksite health team leader.

□ Formal/informal charter or mission statement developed.

□ Meeting frequency determined (monthly meetings recommended).

□ Establish worksite health champion team budget.

□ Develop program name and logo.

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**ABC Corporation**

Example: Communication to Employees from Senior Management

To: All Employees of ABC Corporation

From: John Doe, CEO

Date: May 5, 2016

Re: Wellness Initiative

As the president and CEO of ***ABC Corporation*** I invite you join me as a participant in the new Employee Wellness program. ***ABC Corp***. has long felt that its most valuable resource is its workforce. This program is designed to enhance the health of our people and set an example for our community.

Initially, a health risk appraisal will be presented to every employee and their dependents. Once completed, this confidential information will be reviewed by an outside contractor and a summary of its findings will be mailed to each participant individually. Aggregate results will be presented to our company to assist in planning interventions that will be relevant to the needs of our people.

Additionally, a “Needs and Interests” survey given confidentially to each employee will assist our committee in addressing the “Wants” of our population. I encourage each of you to provide your candid answers to the questions so we may move forward effectively.

Finally, I thank you in advance for your contribution to our company’s success and to the preparation process invested into this wellness initiative. I look forward to seeing each of you at our program “Kick-Off” <insert date> in the cafeteria. Please invite your families to join us for this celebration and orientation to the program.

With regards,

John Doe, CEO

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**1234 Corporation**

May 5, 2016

Dear 1234 Corporation Employees,

I am pleased to announce the launch of **1234 Wellness**, a free benefit for employees and their spouses who are currently enrolled in the company’s medical benefits insurance through Blue Cross/Blue Shield.

1234 Corporation has long been committed to the health and wellness of its employees, and 1234

Corporation is a natural evolution of the wellness initiatives many of you have enjoyed through the years.

Through the 1234 Wellness program, you will gain tools, information, and incentives to help you make simple lifestyle changes to maintain or improve your health. The benefits of eating healthy, increasing physical activity, quitting tobacco, reducing stress, and getting regular medical care can make a real difference in your life.

The comprehensive 1234 Wellness program includes health screenings, a personal wellness assessment, educational sessions, wellness coaching, and lifestyle management programs. As an added benefit, 1234

Corporation employees and spouses who participate in 1234 Wellness will be eligible for lower medical

insurance premiums.

If you have questions, please visit [www.1234wellness.com](http://www.1234wellness.com/) or call 1-877-486-0141. This number will connect you to <insert vendor name>, the outside vendor who will be coordinating this program for 1234 Corporation. Remember, participation is voluntary and completely confidential. 1234

Corporation will only receive nonspecific summary results for use in program planning.

I encourage you to begin working toward a healthier you today. Watch for upcoming information about the program and wellness services available to you at no charge.

Sincerely,

Jason B. Hunter

President/CEO

1234 Corporation

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**XYZ Company, LLC.**

Dear Employees,

I am pleased to announce the launch of our Wellness Initiative—*XYZ Better Health—*a free benefit for XYZ Company employees and spouses. XYZ Company is committed to the health and wellness of our employees, and we are excited to bring this program to you.

Based on the results of our recent biometric screenings, we have a lot of work to do to help many of you improve your overall health. Our results are as follows:

• 80% are overweight or obese.

• 67% suffer from high blood pressure.

• 37% have high cholesterol.

• 31% have high blood sugar.

• 20% smoke.

The benefits of eating healthy, quitting tobacco, increasing physical activity, reducing stress and getting regular medical care can make a real difference in your life. Through the *XYZ Better Health* program, you will have the tools, information and resources to make simple lifestyle changes to maintain or improve your health.

The comprehensive *XYZ Better Health* program will include annual health screenings, annual wellness assessments, wellness challenges and individual health coaching provided by <insert vendor name>, an external vendor who specializes in employee wellness programs.

XYZ Company employees who participate in the program will be eligible to receive incentives and prizes. Participation is voluntary and completely confidential. The company will only receive nonspecific summary information for use in program planning.

I encourage you to begin working toward a healthier you today. Making changes can be challenging. But by keeping it simple and creating an environment of support, you can succeed through gradual lifestyle changes to improve the overall quality of your life. <insert vendor name> will be reaching out to every employee on a confidential individual basis starting in <insert month> to assist you with any changes you need to make. We STRONGLY encourage you to take advantage of this service.

Watch for upcoming information about the programs, screenings, and additional wellness services available to you at no cost.

If you have questions, please call Viridian at 1-877-486-0141, or visit [www.XYZBetterHealth.com.](http://www.XYZBetterHealth.com/) Sincerely,

John W. Smith

EVP, Human Resources

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**1234 Corporation**

May 5, 2016

Dear 1234 Corporation Employees,

It is my pleasure to provide this letter of support for the ABC Corporation Wellness Team and their pursuit of achieving the Copper Level Healthy Arizona Worksites Award.

This team has been actively encouraging a healthier place of work since its inception. In only six months, the team has been able to support two health screenings, free to all employees, and hosted a number of guests to speak on health related topics.

As the Manager, I will continue to support the Wellness Team and their pursuit of the Copper Level Award by assisting with team communications to all employees, allowing for team meeting times and by actively participating in team functions. I have long understood the benefits of having a healthier workforce and encourage all our employees to be participants in the team’s programming.

Please consider this letter when reviewing ABC Corporation’s Copper Level Healthy Arizona Worksites Award Application. ABC Corporation would be excited to receive such an award and it would be a great step moving forward for the health of our employees and community.

Sincerely,

Jason B. Hunter

President/CEO

1234 Corporation



**Leadership and Worksite Health Team Cha**

**Leadership and Culture**

**Sample Worksite Health Team Charter:**

**Mission Statement:**

To support the health and productivity of all <<Company Name>> employees.

**Operating Principles:**

The <<Company Name>> Worksite Health Team commits to using the following framework in order to develop a sustainable, results-oriented wellness program:

1. Develop Structure—Leadership, infrastructure and culture.

2. Gather Information—Use data to drive programming.

3. Develop a Program Plan—Ensure that programs match needs.

4. Implementing a Program—Ensure that programs are carried out.

5. Conducting Evaluations and Measuring Results.

The Worksite Health Team will use a proactive approach to supporting employee health, with responsibility shared between employees and the company.

**Methods/Structure:**

• Participation on the Worksite Health Team is considered part of work duties, and supported by supervisor(s).

• Broad representation across <<Company Name>> divisions (Residential Care, Finance, HR, Maintenance).

• Broad knowledge base among team members with a strong commitment to employee health.

• Regular reporting of results to senior management.

• Commitment to engage employees in the identification, design and development of health-related initiatives.

• Minimum number of five team members maintained.

**Functional Roles:**

**1.** **Chair**

The Chairperson shall serve as the administrator, presiding at all meetings of the members and shall be responsible for meeting arrangements, agendas, and notices. The Chairperson shall have the right to vote at such meetings. The Chairperson shall also perform such other duties as the team shall specify, including representation of the Worksite Health Team at outside meetings.

**2.** **Vice Chair**

The vice-chairperson shall perform the duties of the chairperson in the absence of or at the request of the chairperson and such other duties as may be assigned by the chairperson, which may include serving as spokesperson representing the Worksite Health Team before the public.

**3.** **Secretary**

The secretary shall keep an accurate record of the decisions, votes and actions with responsibilities noted, shall give notice of all meetings of the team, and shall perform such other duties as the chair from time to time shall prescribe.

**4.** **Treasurer**

The treasurer shall be responsible for oversight of the Worksite Health Team Budget held by the Finance Department and will report on the financial status of the team at each meeting. It is preferable for this role to be filled by a representative from the finance division.

**Expectations of Officers:**

• All officers shall serve for a term of one year, but may be elected to the same or different office to serve additional terms. Terms begin on January 1.

• Officers shall serve no more than three years in any one or combined roles.

• Any member, including officers, may be dismissed by majority approval of the Worksite Health Team.

• Treat team members with dignity and respect.

**Succession Planning:**

• Officers shall nominate candidates to ensure continuous fulfillment of officer roles.

**Expectations of Team Members:**

• Serve a one-year term on the committee. Terms begin on the date of the first meeting attended

(allowed/encouraged to serve additional terms).

• Play an active role, including participation in at least one subcommittee.

• Treat team members with dignity and respect.

**Team Communication:**

• Regular Meetings: The team shall meet on a monthly basis.

• Ongoing Communication: In between monthly meetings the team will communicate via e-mail, phone, or face-to-face.

• Subcommittees will provide regular updates to the wellness team.

**Decision-Making Procedures:**

We adhere to the view that the "many are smarter than the few," and solicit a broad base of views before reaching any decision. For a motion to carry, it must have the support of a majority of the voting members (50% + 1). Voting may be obtained through face to face or electronic means, provided that all members have an opportunity for discussion.

**Wellness Team Committees:**

Each of the following committees will have a chair, as indicated. In cases where a chair cannot fulfill duties, said chair or nominating committee will be responsible for finding a replacement.

Activities Subcommittee—Activities Chair

Nominating Committee—Worksite Health Team Chair

Workplan Subcommittee Workplan Chair

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Budget Subcommittee Treasurer

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