



# Employee Wellness Program Guide

**YOUR JOURNEY TO A HEALTHIER YOU STARTS HERE**



## Why Participate?

- ◆ Be a role model for your family and your community.
- ◆ Reduce your risk of developing a chronic or life-threatening disease.
- ◆ Look and feel better.
- ◆ Have more energy.
- ◆ Minimize disease progression.

# WELCOME TO THE PROGRAM

Norco values our employees, and we're committed to helping you achieve success in all areas of your life, including your health and wellness.

The Norco Employee Wellness Program offers you the opportunity to participate in a variety of activities and services that touch every aspect of wellness.

We understand that your life is busy, and these programs and services are offered in convenient and fun ways to fit your schedule. Program areas include preventive care, lifestyle education, and wellness challenges, as well as rewards for your participation!

## Who is Eligible

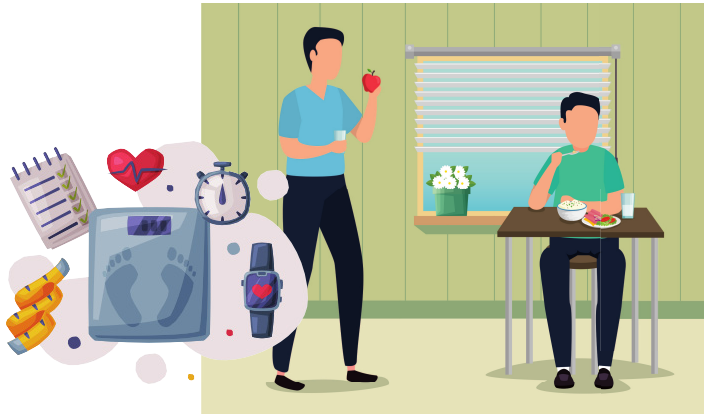
This program is available to **all employees**, regardless of whether the employee is enrolled on the Norco Medical Plan. Spouses or dependents are not eligible to participate

If you are new to Norco, you will have access to the Wellness Programs the first of the following month after your date of hire.





If you terminate from Norco, all access to your account & incentives will be inactive as of your last day.



# Wellness Opportunities



Wellness opportunities include:

- 
Preventative Exam
- 
- 
- 
Lifestyle education
- 
- 
- 
Wellness challenges
- 
- 
- 
Community Involvement

Health and wellness must be priority for us all – not only as individuals, but also as an organization. That’s why Norco has implemented a wellness program that rewards you for making healthy choices. Along our journey we can become fit, healthy, and educate.

You will have plenty of opportunities to participate in a variety of activities and services that touch every aspect of health. The resources and tools will be helpful not only for decisions you make for yourself, but for your family as well.

## Rewards



**You can earn points from January 1, 2023 - December 15th, 2023 by participating in a variety of health- related activities.**

If you’ve already completed your Preventative Exams this year, be sure to record it within the portal to earn your points!

Reward	What is needed to earn	Frequency
10,000 Possible Points	Completion of Core Components	All points must be accrued by December 15, 2023
Gift Card	Earn Points and redeem you prize on the portal	Last day to redeem incentives is December 30, 2023

\*Available for all Norco employees. Spouses or dependents are unable to participate.

# Registering or Returning

## Step 1

**First time?** Click on the **SIGN UP** button

- Enter your first name, last name and date of birth. (Please Note: Your last name and date of birth must match your employee records)
- Enter the Group Key: **NRO**
- Review and agree to the terms and privacy policy then click "**Next**".
- Enter (or update) your email address. Create a password, then click "**Sign Up**".
- Enter your weight and height, then click "**Save**".
- You will immediately be brought to your new Dashboard.
- Check out the site including nutrition and exercise logs, online courses, complete your wellness activities, view your reward progress and more!

**Already registered?** Click on the "**LOGIN**" button

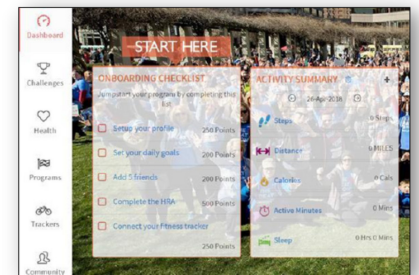
Enter your username or email address and password, then click "**Login**". You will immediately be brought to your Dashboard.

- **Skip Step 2 below**

A registration form with the Norco logo at the top. The form includes fields for First Name, Last Name, Date of Birth, Group Key, and a checkbox for "I agree with the terms and privacy policy". There are "Back to Login" and "Next" buttons at the bottom.

## Step 2

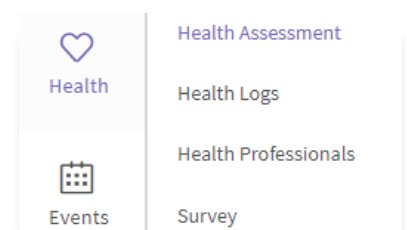
- Begin your On-boarding Checklist
- Set up your profile
- Set your daily goals
- Add 5 friends
- Connect your fitness tracking device or App to track your steps. (If you do not have a tracking device, you may manually log all activities.)



## Step 3

### Accessing the Health Assessment

- Click on Complete the HRA. (This can be found on the Norco home page.)
- Proceed through the questions on the Health Assessment and click "Save & Exit".
- You will receive a robust health report when you complete the assessment.
- **Must be completed annually.**

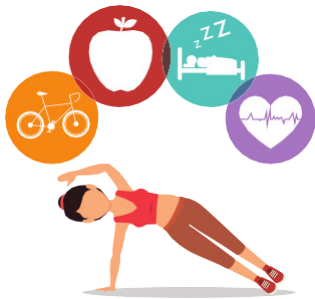


# Navigating The Portal



## Nutrition and Exercise Logs

- Click on the Trackers and then click on "Exercise". To manually log an exercise activity, input the activity type into the text box. You'll see your daily exercise totals summary & your exercise history over the past 14 days.
- Click on the Trackers and then click on "Nutrition". Input the food item into the text box, select quantity and time of day, you'll see your daily food intake summary and your calorie intake history over the past 7 days.



## Reporting Wellness Activities

- The program also rewards you for taking a proactive approach to your health by completing annual wellness exams and preventive screenings.
- From the Dashboard, go to Programs > Wellness Activities to view all activities you may earn points for during the program year.
- Locate the name of the completed wellness exam item. Click on the update status and submit the request.
- **Note:** Proof of completed exams may be required in order to receive points.

## Connecting Trackers

- If you have an activity tracking device or app, select the option that best matches your preferred device or app.
- Navigate to the Apps and Devices page from the mobile app or from User Settings.
- Choose your tracker and follow the corresponding instructions on your screen to connect your tracker.



## Registering for Challenges

- Over the course of the year, Norco will provide additional opportunities to earn wellness points by completing various challenges.
- To participate in a challenge, go to Challenges, review the list of available challenges and then select "Preview" or "Enroll" for Company or individual Challenge.



# 2023 Annual Incentive Point Structure



Activity	Points Value	Earning Frequency	Max Annual Points	Notes
<b>ONBOARDING ACTIVITIES (Must Complete)</b>				
Setup profile	50	Once a Year	50	Login to Norco Portal to complete activity every year
Set your daily goals	50	Once a Year	50	
Add 5 Friends	50	One time only	50	Points can only be earned once. Once the employee is registered, there is no need to update annually
Connect your fitness tracker or App	50	One time only	50	
Activate AllyHealth Benefits Portal App & Telemedicine*	50	One time only	50	Points can only be earned once. Once the employee has activated the App, there is no need to update annually
<b>HRA/SCREENINGS (Must Complete)</b>				
Online Health Risk Assessment	1250	Annual	1400	Complete the HRA annually to see if there are any changes year after year.
Online Financial Assessment	1250	Annual	1400	Refer to Page 9 of this Program Guide for more information.
PCP Visit or Biometric Home Kit*	4500	Annual	4500	Biometrics Home Kits are only available to employees enrolled on the Norco Medical Plan through Work Partners. Employees not enrolled on the medical plan can earn points by manually logging your PCP visit in the portal
<b>CHALLENGES/VOLUNTEERING/HEALTH EDUCATION (Optional)</b>				
Individual Challenges	50	Per Event	200	Individual Challenges must be Completed prior to November 17th, 2023
Corporate Challenges	50	Per Event	200	You will receive email notifications for Corporate Challenges throughout the year.
Volunteer Activity	50	Per Event	50	Must log manually with notes on the where the service was provided and how many hours were dedicated
Online Courses	150	Annual	150	Living Well, Living Free, Living Clear, Living Easy, Living Fit, Living Lean
<b>Preventive Exams (Optional)</b>				
Cancer Screenings	250	As applicable	1000	Cervical, Prostate, Mammogram, Colon & any other preventive Screenings
Dental Exam	100	Annual	100	If you are enrolled on the Delta Dental or Willamette Plans, claims data will be loaded throughout the year or you can manually log on the portal
Vision Exam	100	Annual	100	Must log manually
Flu Shot	100	Annual	100	Must log manually
COVID Vaccine/Boosters	100	Annual	100	Must log manually Only available for 2023 Program
<b>EXERCISE AND NUTRITION LOGS (Optional)</b>				
5,000 Steps per day	5	Daily	200	There is the ability to log activities manually if you do not have a fitness Tracker or App
10,000 Steps per day	10	Daily	250	



For more opportunities to earn points go to the Programs tab on the side bar and click on Wellness Activities.

**Points are cumulative with up to \$100 Maximum reward/employee/year**

# Rewards

The Norco Wellness Program is designed to reward you for making those everyday healthy choices. You have the opportunity to earn and spend rewards:

- 10,000 Points can be earned
- Gift Cards up to \$100

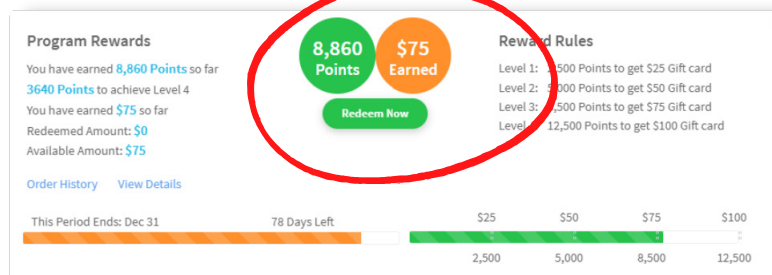
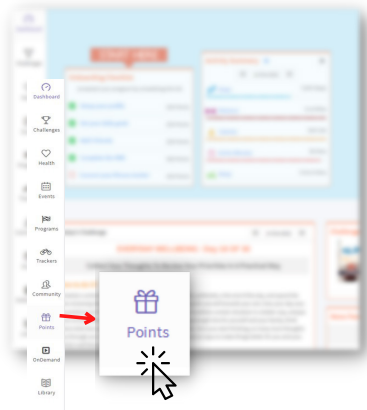
## Redeeming Wellness Points

- Log in to your account. Under Programs > Wellness Activities you can view all the activities you may earn points for during the 2023 program year.
- Read the description of each activity for instructions on the type of file to upload as proof of completion.

**Note:** If uploading a photo, be sure it is a high-resolution photo or screenshot. If uploading a document, be sure it is completely legible. If uploaded files are illegible, you will not receive points for the activity.

- From the Gift Card page, you can redeem from a variety of gift cards. Rewards can be redeemed
- across multiple gift cards.

Click on "Redeem Now" to redeem your points for prizes. Associates will receive the gift card redemption code through an email.



From the rewards details, click on Points in the left bottom corner of the dashboard for your available rewards. These credits are the points you earned converted to a dollar amount.

## Redeem the rewards

In the Gift Card page, you can redeem from a variety of electronic gift cards. Associates will receive the gift card redemption code to your registered email address in Wellness360.



Note: Please check your junk folder as sometimes it may end up there.

# Health Programs

The online programs give you a chance to focus on specific areas of wellbeing over a defined time period, including resources to help you increase physical activity, improve nutrition, manage stress, and more. Once you start a program, you'll receive challenges from the program for 30 days.

However, that doesn't mean you have to stay in the program until it ends. If a program isn't right for you, just try a different one. After 30 days, you can choose to complete the challenges in that program again or start a new program!

## Accessing online courses from the web portal

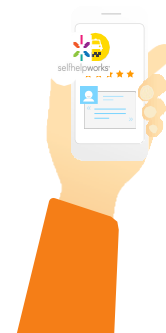
1. Navigate on the side menu to find OnDemand. Click on "Online Courses."
2. Choose from the many SelfHelpWorks courses and click on the "Sign Up" button.
3. You will be redirected to the SelfHelpWorks website with the course.
4. Click on "Start Course" to begin with the online course.



**Note:** Points will not be awarded for repeat courses completed in the same program year

## Access to the SelfHelpWorks App

- Log into your wellness portal and click on any of the SelfHelpWorks courses.
- Choose your course and click on Sign up.
- Log into the SelfHelpWorks portal using your registered ID.
- Click on the Member Profile tab at the top right to find the Mobile App tab.
- Click on 'Install the App'. Enter your mobile phone number to get an activation code. Install the SelfHelpWorks app from the portal.
- Login using your registered email id (username) and the mobile code in the password field.



# Financial Assessment

Financial wellbeing plays a major role in holistic wellness. Wellness360 analyzes the results of the assessments to help our users understand their financial health. With the online resources and support tools, we aim to help our users make better decisions for a healthier financial future.

## Take A Financial Assessment

Log in to the Wellness360 web platform using the correct credentials.

