



# JENNIFER'S TOOL & DIE WORKSITE WELLNESS POLICY

June 2011

Jennifer's Tool & Die is a small manufacturing company with 125 employees. It consists of a manufacturing division and a sales division. Jennifer is the CEO and a President. There are vice presidents for operations & finance. There is a director of human resources who reports to the vice president for operations.

**Findings** – poor employee health negatively affects business operations, individual employees and their families. Poor employee health contributes to increased health care costs, decreased productivity, absenteeism, and poor morale.

**Purpose** – Jennifer's Tool & Die is establishing a worksite wellness program to foster a wellness culture to promote the benefits of improved health, reduced medical expenses, heightened personal performance, reduced absenteeism, and improved employee satisfaction. The worksite wellness program will provide opportunities for participation by all employees.

## Definitions

1. "Worksite wellness policy" or "Policy" means a policy aimed at maintaining or improving wellness among employees of Jennifer's Tool & Die. It has been adopted and has the effect of a personnel policy. Examples of policies include a tobacco free policy, healthy meetings policy, and flex-time for fitness policy.
2. "Worksite wellness strategy" or "Strategy" means an activity aimed at promoting wellness among employees of Jennifer's Tool & Die that does not have the effect of policy. Examples of strategies include weight loss activities, stair-climbing promotions, and purchase of exercise equipment.

## Policy Provisions

1. Content of worksite wellness program – the program will focus on policies and strategies designed to prevent and reduce obesity and tobacco use among employees. It will include an assessment component to provide employees with information about their individual health status and strategies for maintaining or improving their health.
2. Wellness Committee
  - a. Membership – 1 representative each from manufacturing, sales & human resources, plus 3 at-large members. All members will be appointed by the vice president for operations.
  - b. Membership term – each member will serve for 2 years with 3 members changing each year.
  - c. Responsibilities –
    - i. identify potential worksite wellness policies and strategies,
    - ii. consult with employees & company leadership about which policies and strategies to adopt,
    - iii. make recommendations to the CEO & vice president for operations regarding which policies and strategies to adopt,
    - iv. educate and promote adopted policies and strategies to the workforce,
    - v. assess effectiveness of policies and strategies and recommend changes to the program.

3. Policy adoption – worksite wellness policies will be subject to the same adoption process as personnel policies.
4. Budget – the human resources budget will include a line item for the worksite wellness program for incentives, equipment and supplies, and promotional activities.

**Policy Effect & Enforcement** – Worksite wellness policies will have the effect of personnel policies. All mandatory policies will include an enforcement provision.

### **Implementation**

1. This policy will become effective on adoption.
2. It will be distributed to all employees with an announcement recruiting members for the wellness committee.
3. The wellness committee will hold its first meeting no later than x (date) and will make its recommendations no later than x (date).
4. The wellness committee will meet at least quarterly and will recommend worksite wellness policies and strategies at least annually.



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