



LAYING THE FOUNDATION FOR WELLNESS

Maintaining a workplace wellness initiative can be overwhelming, especially if you are expected to champion the initiation in addition to performing your usual job tasks. The Wellness Council of Indiana understands your struggle, which is why we designed AchieveWELL to guide you and meet you where you are in laying the foundation for wellness at your organization. We are here to mentor you through the process.

You are likely trying to grasp what a comprehensive wellness initiative looks like and how it should benefit your organization. As you consider the strategy behind your initiative, note that an effective wellness plan should reach your workforce in a variety of ways, including:

- Recognizing and encouraging employees who are already on their path towards a healthier lifestyle.
- Supporting employees who are ready to make healthy lifestyle changes by providing the tools they need to be successful.
- Acknowledging that some employees are not ready to make a change. (Avoid focusing your time and energy educating this segment of the population, but consistently remind them that support is available when they are ready. Realize that impacting every single employee through wellness is likely unrealistic.)
- Managing chronic disease among employees, spouses and dependents.

- Including spouses and dependents in wellness initiatives to cultivate a healthier home environment for your employees. Remember... a healthy spouse is a healthy house!

In addition, successful wellness initiatives begin with support from your leaders. When leaders recognize that the overall health and well-being of employees is key success factor for the organization, wellness can be embraced as a strategic business practice – not just another employee benefit. It is essential to have a clear understanding of how wellness can make a positive impact on the organization and how it will be executed. The leadership team must value a healthy work culture, endorse the wellness plan, and expect all employees at all levels of the workplace to engage.

Before you can gain leadership support, there are few steps you need to take. Remember, the Wellness Council of Indiana is with you every step of the way – you are not alone.

GETTING STARTED

While this guide is comprehensive, by no means, does it contains all the answers you may have as you develop your wellness program. Rather, the guide will help you get started in your quest to lay a foundation for wellness in your organization. As you read through each section, take the steps to meet the recommendations and know that the Wellness Council of Indiana is here to help you along your journey.

STEP 1: THE BASIC ASSESSMENT

As mentioned before, successful wellness initiatives begin with leader support. Therefore, it is important to gather information about your current work environment and identify priority areas for improvement. To gain a better understanding of what issues you and your wellness team are facing, assess your current work environment. Walk around, observe, and take notes about what you see. Ask your employees questions and get their feedback. The following recommendations can help you understand your organizational environment.

THE PHYSICAL ENVIRONMENT

Observe your surroundings as if you were a first-time visitor. What do you see? What do you perceive from the environment? Refer below for a few suggestions. Is your workplace:

- Clean or dirty?
- Bright or gloomy?
- Invigorating or draining?
- Updated or outdated?
- Welcoming or inhospitable?

THE EMPLOYEES

Look at your employees and how they interact in your workplace. What do you observe about their:

- *Expressions*
 - Cheerful or somber? Confident or worried? Excited or depressed?
- *Stressed levels*
 - Stressed or relaxed?
- *Energy levels*
 - Upbeat, energetic and friendly or lethargic, unenthusiastic and pessimistic?
- *Postures*
 - Sitting upright or slumped over desks? Stationary or free to move?
- *Conversations and interactions*
 - Quiet and stiff or productive and cordial?
 - Do employees seem to enjoy what they are doing?
 - What are the employees talking about?

THE WORKSPACE

- Is the technology and office equipment updated or outdated?
- Do you see personal belongings displaced or is it a sterile environment?
- Is the workspace conducive for collaboration or are everyone's doors closed?
- Are there wall/bulletin board displays?

PHYSICAL ACTIVITY

- Are the stairs accessible?
- Do employees sit at their desks all day or are there opportunities for physical activity?
- Do you notice employees moving throughout the day?
- Are employees able to walk throughout the workplace or around the campus?

NUTRITION

- What is the nutritional content of foods served at meetings, staff events, etc.?
- What food options are offered in the vending machines?
- Do you have soda vending machines?

- Is there free water accessible?
- Does your facility have storage and preparation stations for healthy food?

TOBACCO

- Are there tobacco policies in place? How extensive are they and do employees comply?
- Is there a designated smoking/tobacco use area?
- Are non-tobacco users exposed by having to walk through this location?
- Members of the Wellness Council of Indiana have access to the QUIT NOW Tool, a resource that helps smokers quit and non-smokers avoid tobacco.

STEP 2: TAKING INVENTORY AND CREATING VISION

Now that you have performed a basic assessment of your organizational environment, it is time to take inventory and create a wellness vision. When laying the foundation for a wellness initiative, take time to step back and inventory existing programs and employee attitudes. One of the fastest ways to grow the momentum for wellness is to build off existing programming, policies, and the interests of staff in your organization.

Use the provided Wellness Inventory in the Appendix to gain a better understanding of what your organization might already be doing to advance wellness in your workplace. You can also find a copy of the Wellness Inventory on our website under the “Resources” tab. In many cases, you will check off items on the inventory and realize that there are already defined wellness programs that have organically sprouted in your organization. We will discuss later how to support these organic programs without disrupting their success and not spending a lot of valuable time and resources on them.

After taking time to assess your current environment, begin drafting a workplace wellness vision. This can be done with a committee or on your own. Remember, this is the initial draft and it does not have to be perfect. Use the provided Vision Guide in the Appendix to help direct your initiative with outcomes. More assistance on creating a wellness vision can be found on our “Members Only” page of the Wellness Council website.

STEP 3: PREPARING TO APPROACH MANAGEMENT

Now that you have taken a wellness inventory and created a vision, your next step is to prepare to approach top management. You might have only a couple minutes to discuss your workplace wellness initiative with top management, which means you will need to present your materials in a concise, straightforward, and easy to understand manner. Remember, failing to plan is a plan to fail!

Plan ahead for any materials you might distribute during the meeting. You should know your decision makers and give them what they need to make their decision. Too little information may suggest that you are unprepared and could lead to a “no.” Too much information, on the other hand, may dilute the key messages you are trying to communicate. Are you prepared to approach top management? The following points might help you plan your strategy:

- Have you gathered the appropriate information to demonstrate the need for wellness in your workplace?
- Who makes the decisions in your organization and are you prepared to navigate the decision-making process?
- Do you have a plan for recruiting and engaging employees for the wellness initiative?
- Have you developed a strategy for encouraging middle management and direct supervisors to support wellness and participate in the initiative?
- Have you designated an ‘executive champion’ who will be an advocate for wellness in your organization?
- Are you expecting any wellness adversaries at the top management level?
- Have you considered your desired budget for wellness? Is it realistic, and are you prepared to ask for investment from top management?
- Are you prepared for pushback from all levels of management and staffing?

DEVELOPING YOUR STRATEGY FOR APPROVAL

This is your opportunity to convince them that time and resources allocated for wellness will be worth it – so do your homework and do not approach your leadership without a well thought out plan. Spend time gathering solid reasons for why it is imperative for your organization to invest in a wellness initiative. Think about how you will get employees interested in participating. Consider the preferred style of presentation for top management and be prepared. Here are some key points to consider as you build your strategy:

- What is the most effective way to package and present this information to top management – especially if you do not have much time?
- Why do you need a wellness initiative at this time in your organization?
- What is your communications plan for how you will get the workforce interested and excited about starting a wellness initiative? How will you develop credibility for wellness in your workplace?
- What will you do to ensure the initiative reaches beyond health care costs?
- What metrics do you have to demonstrate the need for wellness in your workplace? (Be as specific as possible to your organization's needs)
- How will you continue to drive your initiative forward?
- How will you keep all levels of management involved and engaged with the wellness initiative?
- What resources are required for successful programs?
- What type of support do you need from your top leadership?

STEP 4: PREPARING FOR INITIAL PUSHBACK

If you are fortunate, your leaders will already value the health and well-being of their employees. This is not always the case, however, and it is a good idea to be prepared for some pushback from top management. Here are some of the common oppositions to wellness. If you anticipate that your top executives might need some convincing, it is worth to have some respectful rebuttals prepared to strengthen your case.

TOP MANAGEMENT PUSHBACK

"Wellness is not our job. Wellness isn't important for my business."

"If you are in business, then you are in the business of health." This statement comes from Phil Terry, CEO of Monarch Beverage. He realized that in order to have a thriving business, the company must have healthy employees to drive the profits. A well-strategized wellness initiative is one of the most effective ways to take care of your organization's most important asset – the employees.

“We don’t have the time, money, space, or staff to do this.”

A wellness initiative does not have to take up a great deal of space, time or resources to be effective. When it comes to staff, you can pull together your wellness champions into a committee, along with other interested staff members, to share the workload and work collectively as you drive the initiative forward. The Wellness Council’s Fundamentals! Program features 121 “low cost or no cost” wellness program ideas to help make the most of a tight budget.

“We have tried wellness before and it never worked.”

A successful wellness initiative is much more than a health screening, fruit on the table, and a walking program. While is a good start, to be truly successful with wellness, you must be strategic in your approach. By following the ten steps of the AchieveWELL process, you will have a blueprint to reach the level of success your top management is seeking. Furthermore, the Wellness Council of Indiana has a template for you to use to build your operating plan, found on our “Members Only” website page.

“We already spend too much on healthcare costs. We can’t spend more on wellness programs.”

Wellness is not healthcare! Besides, it does not have to cost a great deal of money and it is possible to be successful with limited resources. Look into any opportunities for reallocating budget items for wellness, which could help avoid coming up with a new budgetary item for wellness. Also, consider the ancillary benefits to a wellness program, which might justify the investment, such as:

- Reduced rates of absenteeism
- Higher rates of productivity
- Reduced turnover
- Improved employee morale
- Fewer work-related accidents and injuries
- Strengthened company image
- Greater opportunity for recruitment and retention of the best and brightest employees

After a few years of a successful wellness initiative, your organization may not have to spend so much money on healthcare costs – but this cannot be guaranteed and it will take time and dedication. AchieveWELL provides your organization a blueprint that gives a fighting chance of reducing healthcare costs in the long-run.

“I don’t see wellness making sense for our employee population.”

Employees deserve to work in an environment that provides the opportunity to live an optimal quality of life. In this ever-changing business climate, wellness is not just a nice thing to do for employees. Wellness is a strategic business practice. Besides, evidence from many reputable sources will show that a wellness program is properly planned and executed, it will result in a net positive impact on profits.

“If we aren’t providing insurance, then we don’t need to focus on wellness.”

If you are not providing health insurance, this is all the more of a reason to provide a wellness initiative. Without health insurance as an employment benefit, a solid wellness initiative is a way to recruit and retain great employees. Research proves that organizations with a thriving culture have a competitive advantage over other organizations – wellness at work is a cultural change agent.

“I’m concerned with employee confidentiality.”

This is certainly a valid concern, and it is possible to promote a health-supporting work environment without requiring personal information from employees. Confidentiality issues can be avoided if you focus on changing the work environment and providing volunteer-based group activities.

“I don’t want to disrupt productivity by distracting employees with wellness.”

Research has shown that productivity is increased in the workplace by offering a comprehensive wellness initiative. Start by examining the work environment and company culture of your organization. Determine which activities would be least disruptive to the work environment and work toward those efforts first. Easing into a wellness would be a good

approach – just make sure you are consistent in your messaging and that you keep driving forward.

“I won’t support taking people off their jobs to participate. We need to keep our employees focused on their jobs and there’s not enough time.”

It is understandable that some businesses do not provide an opportunity for wellness participation during working hours. If this is the case, consider offering a time for participation during break or lunch times. If there is enough interest, programming before or after work might be a possibility, although it is challenging to get employees to participate during these times. Be sure to examine if this is a real barrier to wellness, or if this is a cultural challenge of your organization that you might be able to work through.

“What’s the ROI (return on investment)? If we’re not seeing a return, I’m not putting money into it.”

Wellness initiatives will not transform a workplace overnight. It might take 3-5 years to see notable changes, depending on your culture. If top management is demanding a quick return of investment for wellness, you have a challenge on your hands. If they are willing to hear you out, help them to view wellness beyond the ROI and at the impact of productivity. Well-being is made up of physical, social, professional, financial and community health and workplaces have an important opportunity to help make a positive impact. Hopefully you have the opportunity to share this vision with top management.

“I don’t want to discriminate or punish anyone by using incentives.”

Incentives should be motivating and rewarding, not discriminating and punishing. If you are just starting out, consider what initiatives would garner the most interest of your employees. Incentives should be encouraged in a positive way and not used to punish non-participants. Keep in mind that the goal of your wellness initiative is to help people feel better. Incentives can be small, such as T-shirts and gift cards. Get creative and consider what your employees would be most excited about, then use these incentives in a positive and rewarding way. Make sure you align your incentives with the desired outcome.

"We have high turnover, I question making this investment if our employees are going to leave."

Research shows that wellness initiatives that improve culture lead to better retention rates. Use this opportunity to talk about how wellness is a strategy to improve the turnover rates by making the work environment a more desirable place to work.

"How will we see cost savings?"

Your cost savings may not come from reduced health insurance costs right off the bat. There are ways, however, to demonstrate a cost savings from the following ancillary benefits of a successful wellness program:

- Reduced absenteeism
- Higher rates of productivity
- Reduced turnover
- Increased employee morale
- Fewer work-related accidents and injuries
- Strengthened company image
- Greater opportunity for recruitment and retention of the best and brightest employees

MIDDLE MANAGEMENT PUSHBACK

While we are on the topic of pushback, keep in mind that it does not always just come from the top management. In many cases, your senior leadership will be in favor of wellness, but it is the direct supervisors and managers that prevent employees from participating. Refer below for how to respond to resistance from this population.

"We have too much to do! I can't let employees leave their job."

Research that proves that wellness at the workplace improves productivity, so supporting the participation of employees can lead to better outcomes. Expect the supervisor to get engaged, as an example to their team. Departmental challenges are an effective way to inspire teamwork and collaboration between coworkers. Friendly competition is a fun way to get more people involved with wellness.

"I don't understand the value of this, so I don't see it as a valuable way for my employees to use their work time."

This emphasizes the importance of properly informing and educating supervisors why wellness is important and how better performance can occur. Front-line supervisors, managers, and directors feel out of the loop and uninformed. It demotivates them from encouraging others to participate. Make sure to include them in trainings and informational sessions, and also inform them of where they can receive additional information about the initiative, should they need it.

"We don't have enough staff coverage to take time out for wellness."

Help managers understand that this is a directive from the executives, and they expect employees to be engaged and excited about participating. You need their help to encourage their employees. We must reinforce throughout the chain of command that management is fully supportive and cares for the well-being of staff. Open up the dialogue to discuss how barriers might be overcome in working with middle management to make wellness programming accessible for employees whenever possible. If this persists, get your wellness champion at the executive level to speak to the managers who are resisting.

"It's not my responsibility to meddle in the personal lives of my employees."

A wellness initiative is not about meddling. A wellness initiative is about creating a work environment that supports people in their quest for health, productivity, happiness and their best quality of life. The company is paying a salary and benefit to have employees do the jobs to the best of their ability. Consider this concept to be a maintenance program for your "human machines."

EMPLOYEE PUSHBACK

Be prepared for pushback from some of your employees, too. They may not see the value of wellness in the workplace. Do not be discouraged by the vocal opposition and accept that not everyone is willing to be reached. Here are some common pushback comments you might experience from employees. It is likely that not all will apply to your initiative, but consider them when developing the strategy for wellness in your organization.

- "I am not comfortable exercising with my coworkers."

- "I am not comfortable exercising with my coworkers."
- "I don't feel like my employer is doing this for the right reasons. I don't trust them and I think they are trying to gather my personal information."
- "It's not my employer's business what I do outside of work."
- "I'm too overwhelmed at work to participate – I don't have time."
- "I feel too stressed out to focus on anything but work."
- "I don't have the time or money to eat healthy and exercise."
- "I think this is just a waste of time. This doesn't interest me."
- "We are here to work – not goof off and call it wellness."
- "I would like to participate, but I can't get away from the job."
- "They say we have a wellness program here, but I don't really feel like they want us to take time away to participate."
- "I don't agree with punishment, like increasing our health premiums, if we don't do certain things. It's my own business."
- "I don't even really know what's going on with wellness. It's not really communicated, and I don't take the time to seek the information out."
- "It seems like just one person pushes out their own interests. I might consider participating if the program actually interested me."
- "I know I have a lot of work to do when it comes to wellness and I get discouraged. I don't want to be embarrassed in front of my coworkers."
- "My employer tells me I should eat healthier, but all we have here at work are vending machines. How am I supposed to make changes if they don't make it easier to get healthy?"
- "I'm not on the insurance plan – therefore I don't receive any of the benefits for participating in the wellness activities."
- "The CEO seems like he/she is all about wellness, but my manager doesn't agree. I don't feel like I'm allowed to participate, as he is the one I report to."
- "The only people on that wellness committee are marathoners and iron man athletes – obviously wellness doesn't apply to someone like me."
- "I work on the manufacturing floor and I am moving on my feet all day. I don't need to participate in a wellness program."
- "Even if my workplace is healthier, my family is not. I don't know how I can get them more interested in wellness."
- "How can we promote a healthier workplace when every single one of us is so stressed out because of our jobs?"
- "Couch to 5K? How about couch to stand-up? That's about where I am. I doubt I'd be able to keep up with everyone else."

- “Exercise and healthy eating are not my priority right now. I’m just trying to pay all my bills. Maybe when I dig myself out of debt I will consider wellness.”
- “My employer wants us to quit smoking? Maybe they should start by not allowing it here at work. Those people might be 8 feet away from the door, but we all still see them.”
- “I’m here at work all day long. The last thing I want to do is come in early or stay later than I have to for some wellness program.”
- “I would like to participate in the wellness program, but everything happens at the company headquarters and I work too far away to join in the activities.”

STEP 5: SHARING THE VISION

One of the most powerful ways to advance your wellness initiative is to get all levels of management behind your efforts to improve the well-being of your employees. This starts with communication. If middle management and direct supervisors understand the ‘why’ behind wellness, they are more apt to encourage their employees to participate. Better yet, ask for their feedback, allow them to express their concerns and work together to develop a plan for employee participation that they are comfortable supporting. Many times, middle management does not encourage their direct reports participating in wellness because they do not know much about it themselves.

How do you typically communicate with different levels of management in your organization? Consider using this mode of communication to inform management that you need their support in rolling the wellness initiative out to employees – before you inform all of the associates. Here are a few things to consider when sharing the vision for wellness with all levels of management:

- Encourage the initial communication to come from your top leader.
- Explain that it is the intention that the company approach wellness in a unified manner.
- Mention the ‘why factor’ behind building a wellness initiative in your organization. What’s in it for management and for their employees?
- Discuss the overall goals and plans for the wellness initiative, and how management can provide support.
- The support of all levels of management is vital in encouraging employees to participate.

- Managers are welcome to express their concerns for the wellness initiative as it will help make the initiative stronger.
- Managers are encouraged to provide suggestions for employees that might be interested in becoming wellness champions for the initiative.
- Express that opinions and feedback are strongly encouraged, as this information has been communicated before all associates are informed.

STEP 6: IDENTIFYING YOUR WELLNESS CHAMPIONS

If you have garnered the support of your organization's leaders, it is time to identify who will help you in the cause. One thing is certain, successful wellness initiatives are driven by a team of people – not just one person trying to do it all. You need people to share the message about wellness throughout your workplace and encourage others to get involved. They do not need to be pictures of health, but motivated to lead a healthier lifestyle and interested in improving the culture of the workplace.

The number of wellness champions depends on your organization. If you have many departments, levels of staffing, or diverse geographic locations, consider how your chosen wellness champions can make the biggest impact. Also, think about including staff members who are influential around their peers.

AchieveWELL will help guide you to better organize your wellness committee, but for now, focus on those key wellness champions you want to help drive the strategy behind your wellness initiative forward.

STEP 7: QUICK SUCCESSSES

If you want your wellness initiative to thrive, quick successes can help your program starts off with a bang. Finding low-hanging fruit for wellness involves some investigation and strategy. Do not just start offering programs – plan for what might be a good fit for employees and addresses their needs. Take the time to build a strong foundation and show early successes and it will pay off down the road. Refer to the Wellness Inventory in the Appendix to get some ideas for activities that are already happening or would take less effort to implement as you build the initiative. Consider offering programs that are minimally disruptive to the flow of

work. *You are not trying to solve the health problem at first, simply getting employees comfortable with the culture shift.*

Assess at this time what employees find interesting when it comes to a wellness initiative. The “Members Only” section of our website will offer you suggestions for an employee interest survey. Start thinking about potential wellness offerings that would appeal to the broad interests of most employees in your organization – this is about making everyone feel included.

STEP 8: DEFINING WELLNESS COMMITTEE EXPECTATIONS

Now that you have made it to this point, it is time to define your wellness committee expectations. Your wellness committee should have manageable, clearly-defined expectations for how they should execute the initiative. You are off to a strong start if you have done the work on the front end and received the support of top management. Now start thinking about how to put the strategies in place that have the greatest chance for success and sustainability. Start with following points:

- How will you assemble your wellness committee?
- Have you taken the time to define the expectations of the wellness committee?
- How many people will be a part of your team?
- What individuals will be a part of the team? (Consider diverse health/fitness levels and interests, as well as diverse staff levels and departments)
- Will you determine different roles within the committee?
- Have you looked at your company’s mission statement to determine how you’ll build the mission statement for wellness?

FINAL THOUGHTS

Contact the Wellness Council of Indiana hotline at (317) 264-2168 for further guidance or suggestions.

APPENDIX

Wellness Inventory

Planning Guide: Creating Your Vision for Wellness

Wellness Council of Indiana
WELLNESS INVENTORY



| Physical Activity Environment | Yes | No | Considering | Unsure | N/A |
|--|-----|----|-------------|--------|-----|
| Do you provide resources about ways to incorporate physical activity into employee's daily routine? | | | | | |
| Does your workplace encourage stair use? | | | | | |
| Is it convenient and safe for your employees to walk or ride a bicycle to work? | | | | | |
| Are there designated areas to store bikes and personal items like gym bags? | | | | | |
| Do you have access to lockers and/or showers at your workplace? | | | | | |
| Do you have access to fitness equipment or classes at your workplace? | | | | | |
| Are there opportunities for employees to participate in organized walks or runs? | | | | | |
| Have you negotiated discounts for employees who wish to exercise at an offsite fitness facility? | | | | | |
| Do you allow workers to take "fitness" breaks, stretch breaks or allow them to extend lunch for physical activity beyond regular breaks? | | | | | |
| Do your employees get adequate exercise at work as part of their job? | | | | | |
| Do employees participate in company sponsored team sports/activities? | | | | | |
| Are there paths or trails near your worksite? | | | | | |
| Do you have areas mapped, indoors and/or outdoors, to encourage walking and physical activity at your workplace? | | | | | |
| Does your worksite sponsor or pay for participation in local fun runs/walks? | | | | | |
| Does your worksite provide physical activity or exercise messages to employees, such as posters or brochures? | | | | | |
| Do your employees have the flexibility to stand at their desks or sit on an exercise ball? | | | | | |
| Are walking meetings or standing meetings encouraged? | | | | | |
| Are workstations ergonomically supportive for your employees? | | | | | |

Wellness Council of Indiana
WELLNESS INVENTORY



| Nutrition Environment | Yes | No | Considering | Unsure | N/A |
|--|-----|----|-------------|--------|-----|
| Are resources available to help employees learn more about proper nutrition? | | | | | |
| Do you have a cafeteria, snack bar, or catering truck that is available at your worksite? | | | | | |
| Are healthy food alternatives such as fruits, vegetables, whole grains breads, healthy beverages available on a daily basis? | | | | | |
| Do your food providers use healthier food preparation practices in the cafeteria (steaming, low-fat/salt substitutes, limited frying)? | | | | | |
| Do employees have access to a microwave at work? | | | | | |
| Do employees have access to a refrigerator at work? | | | | | |
| Do you have vending machines on site? | | | | | |
| Are fruits (dried or fresh), vegetables, low-fat snacks, or other healthy food alternatives available in the vending machines? | | | | | |
| Does your worksite provide healthy eating messages to employees, such as posters or brochures? | | | | | |
| Does your worksite provide labels (e.g. 'low fat', 'light', 'heart healthy') to identify healthy food alternatives? | | | | | |
| Do you provide nutritious food and beverage options at company meetings and events? | | | | | |
| Do you have a healthy vending policy? | | | | | |
| Do you have a healthy holiday gift policy? | | | | | |
| Do your employees have access to free, clean water? | | | | | |
| Tobacco-free Environment | Yes | No | Considering | Unsure | N/A |
| Do you provide tobacco cessation programs for your employees? | | | | | |
| Do you have restrictions such as no smoking near company buildings, in company vehicles, or on company property? | | | | | |
| Do you promote free community resources to offer employees support in quitting, such as 1-800-QUIT-NOW? | | | | | |

Wellness Council of Indiana
WELLNESS INVENTORY



| | | | | | |
|--|------------|-----------|--------------------|---------------|------------|
| Do employees have access to cessation aids or Nicotine Replacement Therapy (NRT)? | | | | | |
| Are supportive services available, such as peer support groups, coaching or mentoring? | | | | | |
| Wellness Environment | Yes | No | Considering | Unsure | N/A |
| Do you encourage employees to get their preventive screenings each year? | | | | | |
| Do you pay for onsite health screenings? | | | | | |
| Do you have a wellness team/committee? | | | | | |
| Do you allow health promotion programs to be provided on company time? | | | | | |
| Do you know how your wellness initiative will be measured for success? | | | | | |
| Do you have a wellness strategy? | | | | | |
| Do you have top leadership support? | | | | | |
| Do supervisors and managers support workplace wellness? | | | | | |
| Do you monitor unscheduled absences? | | | | | |
| Do you analyze health claims reports? | | | | | |
| Do you analyze prescription claims? | | | | | |
| Financial Guidance | Yes | No | Considering | Unsure | N/A |
| Do you offer resources (workshops, seminars, training) on retirement planning? | | | | | |
| Do you offer resources (workshops, seminars, training) on getting out of debt? | | | | | |
| Do you offer resources (workshops, seminars, training) on buying a house, car or other big purchase items? | | | | | |
| Do you offer resources (workshops, seminars, training) on estate planning? | | | | | |

Wellness Council of Indiana
WELLNESS INVENTORY



| Career Well-being | Yes | No | Considering | Unsure | N/A |
|--|-----|----|-------------|--------|-----|
| Does your workplace offer tuition reimbursement? | | | | | |
| Are there opportunities for advancement at your workplace? | | | | | |
| Do you have a true open door policy? | | | | | |
| Do employees have opportunities for professional growth? | | | | | |
| Are staff encouraged to set professional/personal goals? | | | | | |
| Are positive achievements celebrated in your workplace? | | | | | |
| Do you offer recognitions, such as 'Employee of the Month', to celebrate success of staff members? | | | | | |
| Is it possible for employees to work a flexible schedule if needed? | | | | | |
| Social and Community Well-being | Yes | No | Considering | Unsure | N/A |
| Are staff social events organized and offered? | | | | | |
| Are there opportunities for your workplace to get involved in community outreach or community service? | | | | | |
| Does your workplace participate in environmentally-friendly practices, like recycling? | | | | | |
| Are family members included in the wellness initiatives of your workplace? | | | | | |
| Emotional and Mental Well-being | Yes | No | Considering | Unsure | N/A |
| Does your workplace offer an Employee Assistance Program (EAP)? | | | | | |
| Are opportunities available for employees to learn how to better manage stress? | | | | | |
| Are employees able to utilize flexible time for wellness, personal or mental health days off work? | | | | | |

Wellness Council of Indiana



PLANNING GUIDE: CREATING A WELLNESS VISION

Realistically, what are some issues you would like to address through a workplace wellness initiative?

| <i>Issues to address through wellness</i> | <i>Ideas on how to address the issues</i> |
|---|---|
| | |
| | |
| | |
| | |

What are the barriers to building a sustainable wellness initiative? Identify potential circumstances that could serve as boosters for wellness?

| <i>Barriers</i> | <i>Boosters for wellness</i> |
|-----------------|------------------------------|
| | |
| | |
| | |
| | |

Realistically, in the first year, what would you like to see happening with your wellness initiative?

- 1.
- 2.
- 3.

What do you need to get wellness started in your organization?

- 1.
- 2.
- 3.

What will help to drive your wellness initiative forward?

- 1.
- 2.
- 3.

What is top management most interested in addressing through wellness?

- 1.
- 2.
- 3.

Can you identify any wellness champions in your organization that would add value to building the strategy for your wellness initiative?

| Person | Department | Valued skills, interests, expertise |
|--------|------------|-------------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

We encourage you to call us at the Wellness Helpline at (317) 264 2168, as we are here to support you and answer any questions you may have.