

BREAK TIME TEMPLATE POLICY

*not all organizations may be able to implement every aspect of this policy; modify as needed.

Purpose

[Company Name] is committed to promoting a healthy workplace environment by supporting employees' well-being and reducing the risk of obesity and related health conditions. This Break Time Policy ensures that employees have opportunities for regular physical activity, stress relief and movement throughout the workday.

Scope

This policy applies to all employees at all [Company Name] facilities.

Policy Guidelines

1. Break Frequency and Duration
 - » Employees are encouraged to take short breaks of at least five to 10 minutes every hour to stand, stretch and move around.
 - » All employees are entitled to at least one 15-minute break during each four-hour work period, in addition to their lunch break.
2. Encouraging Physical Activity
 - » Employees are encouraged to use break times for light physical activities such as walking, stretching or deep breathing exercises.
 - » Walking paths, stair-use incentives or designated movement-friendly spaces will be promoted to encourage physical activity.
3. Rest and Relaxation Spaces
 - » Designated break areas will be provided with comfortable seating and a quiet environment for relaxation and stress reduction.
 - » Employees are encouraged to step away from their workstations during breaks to mentally recharge.
4. Active Meeting Options
 - » When feasible, meetings should incorporate standing or walking components to promote movement and reduce sedentary behavior.
 - » Employees are encouraged to use standing desks or balance equipment if available.
5. Healthy Break Room Environment
 - » Break rooms will be equipped with access to water stations, healthy snacks and educational materials promoting healthy lifestyle habits.
 - » Employees are encouraged to engage in wellness-focused activities such as mindfulness exercises or quick stretching routines.
6. Implementation and Compliance
 - » [Department/Wellness Committee] will oversee the implementation of this policy and regularly review compliance.
 - » Managers will be trained to encourage a culture that supports taking breaks for health and well-being.
 - » Employees are encouraged to provide feedback and suggestions for improving break-time wellness initiatives.

Effective Date: [Insert Date]

Review Date: [Insert Date]

By adopting this policy, [Company Name] reinforces its commitment to employee well-being and obesity prevention through a balanced approach to work and health.