

## **FLEXIBLE WORK ARRANGEMENTS TEMPLATE POLICY**

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

### **Purpose**

[Company Name] is committed to fostering a healthy and productive work environment by supporting employees' well-being and work-life balance. This Flexible Work Arrangements Policy aims to provide employees with options that promote overall wellness, reduce stress and contribute to obesity prevention by enabling more opportunities for physical activity and healthy lifestyle choices.

### **Scope**

This policy applies to all eligible employees at [Company Name], subject to job responsibilities and business needs.

### **Policy Guidelines**

1. Flexible Work Schedule Options
  - » Employees may request flexible work schedules, including adjusted start and end times, to allow for physical activity, meal planning and stress management.
  - » Flextime arrangements should be approved by direct supervisors and aligned with operational requirements.
2. Remote and Hybrid Work Options
  - » Employees in eligible roles may request remote or hybrid work arrangements to reduce commuting time and enable healthier daily routines.
  - » Remote workers are encouraged to incorporate movement breaks, ergonomic setups and healthy eating habits into their workday.
3. Compressed Workweek
  - » o Employees may request a compressed workweek (e.g., four 10-hour days instead of five 8-hour days) where feasible.
  - » This option allows employees additional time for personal wellness, meal preparation and exercise.
4. Job Sharing and Part-Time Work
  - » Where operationally feasible, employees may request job-sharing or part-time work arrangements to support personal health and work-life balance.
  - » Requests will be considered based on business needs and the impact on team productivity.
5. Encouraging Active Lifestyles
  - » Employees working remotely or on flexible schedules are encouraged to integrate physical activity into their routines such as walking meetings or midday exercise breaks.
  - » Company resources such as wellness apps, virtual fitness programs or ergonomic support, may be provided to help employees maintain an active lifestyle.
6. Implementation and Compliance
  - » Employees must submit formal requests for flexible work arrangements to their supervisors for approval.
  - » Managers will assess requests based on job responsibilities, team dynamics and business requirements.
  - » The [Department/Wellness Committee] will periodically review the effectiveness of flexible work arrangements in supporting employee well-being.

Effective Date: [Insert Date]

Review Date: [Insert Date]

By adopting this policy, [Company Name] reinforces its commitment to employee well-being, work-life balance and obesity prevention by providing flexible work options that promote healthier lifestyles.