**Wellness policy examples**

Use these examples from other organizations as a starting place to create your next wellness policy.

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| --- | --- |
| **Organization** | **Policy topic(s)** |
| [**Spokane Regional Health District**](#_Spokane_Regional_Health) | * Supporting breastfeeding employees
* Infants in the workplace
* Events and meetings guidelines
* Employee health and safety
* Tobacco free workplace
* Drug free workplace
 |
| [**Washington State Patrol**](#_Washington_State_Patrol) | * Wellness program
* Ergonomics
* Agency food and beverage
* Supporting breastfeeding employees at work
 |
| [**Washington Technology Solutions**](#_Washington_Technology_Solutions) | * Wellness program
 |

# Spokane Regional Health District

**Policy for Supporting Breastfeeding Employees**

Spokane Regional Health District (SRHD) is committed to promoting healthy families throughout our region, including families employed at SRHD. Research shows that breastfeeding is the preferred method of infant feeding. Babies who are breastfed have fewer illnesses, and mothers who breastfeed have life-long health advantages. SRHD recognizes the role of breastfeeding in promoting bonding and attachment and positively benefiting the physical and mental health of mothers and babies. Healthier moms and babies mean less absenteeism and shorter duration of illnesses.

SRHD is committed to educating staff on the benefits of breastfeeding and the importance of modeling breastfeeding as a best business practice.

Breastfeeding employees may breastfeed or express milk during work hours, utilizing meal time and breaks. Flexible breaks may be arranged as needed with the department supervisor. In the event the employee requires more than the 15 minutes of paid break time per four (4) hour shift, she may arrange to flex her work day to accommodate extra breaks.

Prenatal and postpartum breastfeeding classes and information materials are available via our WIC staff for all employees and their spouses or, partners. Classes will be conducted during lunch breaks or after hours.

To support the continuation of breastfeeding, SRHD provides a fully equipped lactation room. This private area includes a hospital grade pump, attachment kits, refrigerator and a table and chair to use while pumping. Employees are trained on the use, care, and cleaning of the pump.

* Employees should label all expressed milk with their name and date collected.
* Each employee is responsible for proper storage of her milk using the SRHD lactation room refrigerator.
* Breastfeeding employees are responsible for keeping milk expression areas clean, using antimicrobial wipes to clean the pump and surrounding area. Employees are also responsible for keeping the general lactation room clean for the next user. A written cleaning guide and cleaning materials shall be available on site at all times.
* When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

*Breastfeeding employees may bring their babies to work with them as defined in the “Infants in the Workplace” policy.*

**Infants in the Workplace Policy**

Spokane Regional Health District (SRHD) commits to make every effort to support breastfeeding mothers. In addition, SRHD recognizes the critical bonding period between infants and their parent. SRHD supports breastfeeding and infant/parent bonding by allowing staff who meet certain criteria to bring their infants to work.

# Criteria

Employees may bring their babies to work, provided they meet the following criteria:

1. The supervisor/director must approve the employee bringing the infant to work. Approval will be periodically reviewed to assess continued appropriateness of having the infant in the work environment.
2. The employee will sign a [SRHD agreement](http://intranet/divs/admin/hr/HR%20Documents/Infants%20in%20the%20Workplace%20Agreement.doc) and waiver of liability form, ensure their work area is safe for an infant and free of any potential hazards, and provide all appropriate equipment and supplies
3. The employee must be able to conduct all regular duties with minimal interference. Flexible breaks may be arranged as needed, with the employee’s supervisor, to ensure the needs of the infant and the needs of the workplace are being met. In the event the employee requires more than the 15 minutes of paid break time per (4) four hour shift, the employee may arrange to flex the work day to accommodate the extra break time.
4. The presence of the infant will not significantly disrupt the work area, flow of work, or provision of service to clients or community partners.

Note: Every effort will be made to accommodate infants in the work place. However, SRHD recognizes that the needs of infants are not compatible in all work environments within the health district.

# Duration

The baby at work arrangement will end when any of the following occurs:

1. When the infant reaches the age of 3 months if not being breastfed by the employee.
2. When the infant ceases to be totally breastfed (introduction to formula); or when a breastfed infant is six (6) months of age.
3. When the presence of the infant affects the employee’s or co-worker’s productivity or causes significant disruptions in the work environment.
4. When an employee’s job changes, and the needs of the infant are no longer compatible in the work environment.

**Spokane Regional Health District**

**Best Practice Guidelines for Events and Meetings**

* **FOOD AND BEVERAGES**
	+ Ensure that having food at the event is necessary.
	+ Follow food safety standards [http://www.foodsafety.gov/.](http://www.foodsafety.gov/)
	+ Take special dietary and cultural food preferences into account (gluten-free, diabetic, vegetarian, vegan, kosher). Label food when appropriate. (Use Living Well allergen signage)
	+ Provide water at breaks and meals.
	+ Provide low-calorie beverages if serving more than water (ice tea, sugar free sodas, etc.), or 100% fruit juice.
	+ Serve seasonal fresh fruit and/or vegetables.
	+ Choose whole grains (pasta, bread, rice, low-fat crackers, etc.).
	+ Provide low-fat dairy (nonfat Greek yogurt is a great substitute for sour cream).
	+ Serve lean meat and non-meat protein options (i.e.: beans, lentils, peas, tofu, eggs, etc…).
	+ Minimize waste (food, paper, plastic).
	+ Avoid trans-fats (read label and avoid “hydrogenated fats”).
	+ Provide small portion sizes (1-3 ounces), especially for dessert-type items.
	+ Serve locally-grown foods when possible and label them as such. <http://smallfarms.wsu.edu/farms/farmers_markets.asp#spokane>
	+ Provide at least one low-sodium option. ([DOH Energize your Meeting](http://here.doh.wa.gov/materials/energize-your-meetings))
* **ACTIVITY**
	+ Schedule at least two 15-minute physical activity breaks in the morning and afternoon for all- day meetings and conferences.
	+ Plan a five-minute stretch break for meetings that exceed 1.5 hours.
	+ Include physical activity breaks in the agenda so that participants can plan appropriately.
	+ Make time at lunch for physical activity.
	+ If there are stairs encourage participants to use them.
	+ Encourage the use of public or active transportation (non-motorized) to get to and from event.
* **ENVIRONMENTALLY FRIENDLY**
	+ Choose reusable, washable serving containers and eating utensils whenever possible.
	+ Use paper and compostable products when disposable is the only option.
	+ Avoid single-serving packaging whenever possible. (including water bottles)
	+ Choose food and beverages that are local, organic, fair trade or humane when possible.
	+ Provide recycling containers.
	+ Provide information and signage on the green and healthy aspect of the event.
	+ Avoid using individual, plastic water bottles. (SRHD practice)
	+ Use paper, aluminum and recyclable packaging materials instead of Styrofoam.

SRHD has adapted Washington DOH’s Energize Your Meetings Guidelines to help you get the most from your meetings. We encourage you to work with vendors who share these practices.

# Employee health and safety

The SRHD is committed to providing a safe and healthy workplace for all staff, clients, and volunteers. The District has an active safety committee with representatives from all major work areas, and works to aggressively promote safety in all facets of District employment. Because safety doesn’t just "happen", the District asks that each employee does their part to meet the District’s safety commitment by consistently practicing safe work habits and exercising reasonable caution on the job. As an agency, the District also provides pro-active training and educational opportunities to provide employees with the skills needed to enhance safe work habits.

The District’s commitment to providing a safe work environment includes zero tolerance for workplace violence, as is set forth in the District’s policy prohibiting violence in the workplace.

All accidents or incidents resulting in an injury or illness, regardless of how minor it may appear, must be reported immediately to the employee’s supervisor and to the Office of Human Resource Services. Reporting allows the District to meet its legal obligations, if any, concerning worker’s compensation, and will help the District to answer any questions employees may have.

All employees who have a safety concern or observe unsafe work conditions or practices must report these items to the employee’s immediate supervisor, safety representative, and/or Office of Human Resource Services. A Safety Gram box, which is checked daily and located in the employee lunchroom, is another method to report safety concerns. Each department has a safety manual, which employees may also refer to regarding safety issues.

**Tobacco free workplace**

It is the philosophy of SRHD to provide employees with a work environment that supports optimization of their personal health and well-being. In accordance with this philosophy, all areas of the SRHD workplace including buildings, grounds, County “H” parking lots (with the exception of employees’ private vehicles that are parked outside), and agency vehicles are considered tobacco free environments . In addition, SRHD employees shall not use tobacco products during paid work time (excluding breaks), or while wearing any agency identification (i.e. clothing and/or badges).

**Employment Applicants**

**Agreement of Non-Tobacco Use for Employment**

I acknowledge that the Spokane Regional Health District is dedicated to providing a healthy, comfortable and tobacco-free work environment for all employees. The reasons for a practice of hiring non-tobacco users only are simple:

# Economics and Productivity

* Employers spend an average of $753 per year more in medical costs for a smoker than a non- smoker.
* On average, smokers are absent from work 60% more often than non-smokers.
* In addition, secondhand smoke exposure raises risk of ear infection, asthma, pneumonia and bronchitis in small children, thus adding to increased employee absenteeism to care for family illness.

# Prevention & Objectives

* Tobacco Prevention and Control is one of the Health District’s primary objectives. It is important that we demonstrate healthy behaviors by our actions and through our policies that support the education and marketing of tobacco prevention efforts within the Spokane County community.
* Former U. S. Surgeon General, Dr. David Satcher, stated that “Tobacco use will remain the leading cause of preventable illness and death in the Nation…until tobacco prevention and control efforts are commensurate with the harm caused by tobacco use.”

I understand that the Spokane Regional Health District serves the Spokane County community and that tobacco-use prevention is a primary objective. Further, I acknowledge that as an employee of the Health District, I will be expected to demonstrate tobacco-free behavior by my actions and by my compliance with Health District policies. Hence, I agree as a condition of my employment to be tobacco-free upon hire and to remain tobacco-free during my employment with the Spokane Regional Health District. I acknowledge that by demonstrating such behaviors, I will be educating and promoting tobacco prevention efforts to our Spokane County community.

I acknowledge that Health District employees hired prior to this policy that use tobacco are being “grandfathered” and not required to be tobacco-free, but also that they will be encouraged and assisted to quit.

My signature below acknowledges that upon hire, I will be expected as a condition of my employment to be tobacco-free, and to remain tobacco-free during my employment with the Spokane Regional Health District.

# Drug free workplace policy

The Spokane Regional Health District is committed to providing a safe drug-free work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when a Health District employee illegally misuses drugs or uses alcohol on the job, comes to work under the influence, or possesses, manufactures, distributes, or sells illegal drugs or alcohol in the workplace. All employees must abide by the following terms as a condition of employment or continued employment:

1. It is a violation of Health District policy for any employee to unlawfully manufacture, distribute, dispense, possess, sell, trade, offer for sale or use controlled substances on the job or to otherwise engage in the illegal misuse of drugs or use of alcohol on the job.
2. It is a violation of Health District policy for anyone to report to work or work under the influence of illegal drugs or alcohol.
3. It is a violation of Health District policy for anyone to misuse prescription drugs.

Reasonable suspicion testing for alcohol (Breath Alcohol Content - BAC) or controlled substances (Urine Analysis - UA) may be directed by SRHD for any employee when there is reasonable cause that an employee is under the influence of a drug and/or alcohol at work. The decision to require testing will be based on specific facts and/or reasonable inferences derived from those facts.

If reasonable suspicion exists, employees must submit to alcohol and/or controlled substance testing when requested by SRHD. A refusal to test is considered the same as a positive test unless it is later determined that there was no reasonable cause to test. When an employee is referred for testing, he/she will be timely transported to an authorized testing facility by SRHD. The cost of transportation and reasonable suspicion testing, including the employee’s salary will be paid by the SRHD.

Violators of this policy are subject to corrective action up to and including termination.

The goal of this policy is to balance respect for individuals with the need to maintain a safe, productive, drug and alcohol free work environment. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who may have a drug or alcohol problem to seek help.

As a condition of employment, employees must abide by the terms of this policy and must notify their supervisor and the Office of Human Resource Services in writing of any conviction for violation of a criminal drug statute occurring in the workplace or during work hours no later than five calendar days after such conviction.

# Washington State Patrol

**► SECTION 01: EMPLOYEE WELLNESS◄**

5.01.010 WELLNESS PROGRAM

**I. POLICY**

A. This policy will be applied in a manner consistent with Washington Wellness initiatives; Healthy Nutrition Guidelines set by the Washington State Department of Health; any relevant federal regulations, RCWs, WACs, and collective bargaining agreements; and in conjunction with all procedures located in the Human Resource Division *Safety and Wellness Manual*.

1. The WSP is part of Team WorkWell through the state wellness program, Washington Wellness, under the authority of the Health Care Authority. The expectations of Team WorkWell are to support and promote policies and activities that fall within four main areas:

a. Increasing physical activity

b. Improving healthy eating and food selection

c. Living tobacco-free

d. Utilizing preventive care services effectively

**Applies to:** All WSP Employees

**See Also:** Applicable Collective Bargaining Agreements; Washington Wellness Initiatives; Healthy Nutrition Guidelines; Human Resource Division *Safety and Wellness Manual*

5.01.020 ERGONOMICS

**I. POLICY**

A. This policy will be applied in a manner consistent with the Department of Labor and Industries Safety and Health Rules; any relevant federal regulations, RCWs, WACs, and collective bargaining agreements; and in conjunction with all procedures located in the Human Resource Division *Safety and Wellness Manual*.

**Applies to:** All WSP Employees

**See Also:** Applicable Collective Bargaining Agreements; Department of Labor and Industries Safety and Health Rules;Human Resource Division *Safety and Wellness Manual*

**5.01.030 AGENCY FOOD AND BEVERAGE**

**I. POLICY**

1. This policy will be applied in a manner consistent with the Washington Wellness initiatives; Healthy Nutrition Guidelines set by the Washington State Department of Health and any relevant federal regulations, RCWs, WACs, and collective bargaining agreements and in conjunction with all procedures located in the Human Resource Division *Safety and Wellness Manual*

1. The WSP supports efforts to create a healthy workplace for employees and guests. This policy ensures that food and beverages we offer or serve meet the Healthy Nutrition Guidelines defined by the Department of Health (guidelines included in the *Safety and Wellness Manual*). The guidelines apply to foods offered and served by and in our vending machines, meetings and events, cafeteria/restaurant, cafes, and on-site retail venues.

2. The Safety and Wellness Coordinator is the agency lead in implementation and monitoring of these guidelines. S/he is responsible to coordinate any updates or rescission of this policy.

**B. Vending Machines**

1. **VENDING MACHINES** delineates policy regarding contracting for and placement of vending machines in WSP facilities. To meet the Healthy Nutrition Guidelines, 50% of vending options must meet the nutrition criteria below:

a. **Healthiest:**  Foods in this category are naturally nutrient-rich. They are mostly whole foods that contain low or no added sugar and sodium.

b. **Healthier:** Foods in this category are more processed or refined. They have more added sugar, sodium, or fat. They contain fewer nutrients for the amount of calories they provide.

**C. Meetings and Events**

1. Office of Financial Management (OFM) rules prohibit the expenditure of state funds for meals or refreshments unless certain conditions are met. Specifically, the planned expenditure must be reviewed against OFM guidelines. It must be approved in advance and in writing by the agency head or authorized designee. Budget and Fiscal Services (BFS) has been designated as the approving authority of expenditures for meals or refreshments. Specific procedures for gaining approval of meal or refreshment expenditures are contained in the *WSP Fiscal Procedures* published on the BFS web site.

2. To meet the Healthy Nutrition Guidelines for Meetings and Events, choose foods and beverages that meet at least the Healthy standard below:

a. Provide food and beverage options that are appropriate for the attendees’ dietary and cultural food needs.

b. Provide water at breaks and meals—preferably tap water.

c. Provide zero- and low-calorie beverage options when you serve beverages other than water.

d. Serve fruit or vegetables with all light refreshments and meals.

e. Choose foods that are low in fat—especially saturated and trans-fats.

**Applies to:** All WSP Employees

**See Also:** Applicable Collective Bargaining Agreements; Office of Financial Management (OFM) *State Administrative and Accounting Manual*; Washington Wellness Initiatives; Healthy Nutrition Guidelines; Human Resource Division *Safety and Wellness Manual; WSP Fiscal Procedures*

**5.01.040 SUPPORTING BREASTFEEDING EMPLOYEES AT WORK**

**I. POLICY**

A. This policy will be applied in a manner consistent with The Patient Protection and Affordable Care Act of 2010; Section 7 of the Fair Labor Standards Act; Governor’s Executive Order 13-06; The Pregnancy Discrimination Act of 1978; and in conjunction with all procedures located in the Human Resource Division *Safety and Wellness Manual*.

B. Employers are required to protect breastfeeding in the workplace since the passage of the Patient Protection and Affordable Care Act of 2010. Section 7 of the Fair Labor Standards Act requires employers to provide reasonable break time for an employee to express breast milk for her nursing child. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion by coworkers and the public, which may be used by an employee to express breast milk.

**Applies to:** All WSP Employees

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# Washington Technology Solutions

**Wellness Program**

* + - 1. **Purpose**

The purpose of this policy is to affirm Consolidated Technology Services’ (CTS) commitment to promoting workplace wellness by establishing a Wellness Program that supports employee health and productivity, and identifies the mechanisms and resources needed to support WaTech/CTS employees’ wellness efforts.

Washington Technology Solutions (WaTech) refers to the “consolidated technology services (CTS) agency” identified in RCW 43.105.

# Scope

This policy applies to activities identified by the Wellness Committee that contribute to the physical, emotional, and psychological well-being of WaTech/CTS employees, including educational awareness, behavioral and lifestyle changes, and supportive environments.

# Definitions

**“Wellness Committee”** is defined as the group of WaTech/CTS employees who identify and promote the mechanisms and resources needed to encourage wellness among WaTech/CTS employees.

**“Wellness Program”** is defined as a WaTech/CTS program that encourages the physical, emotional and psychological well-being of WaTech/CTS employees by providing health and wellness awareness, behavioral and lifestyle change activities, and supportive environments.

# WaTech/CTS Will Encourage and Promote Wellness Activities

WaTech/CTS is committed to encouraging and promoting activities and programs that contribute to overall employee wellness, to the extent permitted by law, within available resources, and as defined by the Wellness Committee.

# Establishing the Agency Wellness Committee

The purpose of the WaTech/CTS Wellness Committee is to design a Wellness Program, support and oversee its implementation, and provide advice and recommendations to WaTech/CTS management on wellness issues. The Committee may also raise funds to support and promote sanctioned activities.

Membership in the Wellness Committee may consist of the Human Resources Manager, one Human Resources representative, and WaTech/CTS Safety Committee members. Participation on the committee is voluntary. The Wellness Committee shall determine operating procedures, content and frequency of meetings, decision-making process, and priorities.

# When Wellness Program Activities May Occur

Wellness activities that include physical exercise are governed by [RCW 41.04.362(3)](http://app.leg.wa.gov/RCW/default.aspx?cite=41.04.362), which states, in part:

*“No wellness program or activity that involves or requires organized or systematic physical exercise may be implemented or conducted during normal working hours.”*

This does not preclude employees from participating in such activities during their scheduled breaks, lunches and before or after work. Other activities that may be conducted during normal working hours are those sanctioned by the Wellness Committee.

WaTech/CTS complies with Section 7(R) of the Fair Labor Standards Act that requires the Agency to accommodate women who breastfeed their children by providing:

* + - * 1. A reasonable break time for an employee to express breast milk for her nursing child; and
				2. A place, other than a bathroom, that is shielded from view and free of intrusion from co- workers and the public, to express breast milk.

# Confidentiality of Wellness Program Information

Per [RCW 41.04.364](http://app.leg.wa.gov/RCW/dispo.aspx?cite=41.04.364), individual employee participation in the wellness program and all individually identifiable information gathered in the process of conducting the program shall be held in strict confidence and shall not in any way jeopardize any employee’s job security, promotional opportunities, or other employment rights.

Individually identifiable information must be kept separate from medical records, medical record information, and shall not become part of the individual’s employment records.

This section does not prohibit WaTech/CTS or participating contractors from comparing, analyzing, and reporting participant information in aggregate form for use in program evaluation.

# Use of Contractors

The WaTech/CTS Wellness Program may make use of outside contractors by entering into a written agreement, which shall contain all terms and conditions of the engagement. The Wellness Committee shall follow all WaTech/CTS contracting requirements. See [WaTech/CTS Policy 4.2.1, Acquisitions and](http://intranet.watech.wa.gov/sites/default/files/policy/acquisitions_contracting.pdf)  [Contracting](http://intranet.watech.wa.gov/sites/default/files/policy/acquisitions_contracting.pdf). The Wellness Committee must ensure that each contractor has adequate liability insurance, maintains appropriate qualifications, renders services in accordance with accepted professional standards and practices, and provides documented curricula.

# Participant Safety

The Wellness Committee shall ensure that participants involved in WaTech/CTS' Wellness Program understand program expectations and, when applicable, shall obtain each participant's express written acknowledgment of the personal risk involved. The Wellness Committee shall advise participants involved in wellness program activities that include physical exercise to obtain approval from their personal health care practitioner prior to participating in those activities.