

Wake County Medical Society Community Health Foundation

POLICY APPROVAL FORM

POLICY TYPE: General Business

POLICY TITLE: Wellness Policy

NEW, REVISED, RESCINDED: New

EFFECTIVE DATE: _____ (entered by Policy Coordinator)

PRIOR APPROVAL DATES: N/A

ASSOCIATED POLICIES (if any): N/A

NCQA STANDARD (if applicable): N/A

POLICY AUTHOR(S): Meredith Fine, Atha Gurganus, Katie Zarzour, Mallory Fairweather

Wake County Medical Society Community Health Foundation (WCMSCHF) values the health and well-being of our employees and has a Wellness Team which strives to create a supportive environment to encourage and promote healthy behaviors at work. The intent of this policy is to provide general guidelines to promote healthy behaviors for our employees, partners and visitors in the categories of Nutrition, Physical Activity, Emotional Well-being and Preventive Health.

Nutrition – WCMSCHF will promote nutrition by offering healthy food and beverage options that accommodate dietary preferences, cultural considerations and food allergies at meetings and events. Healthy options can include but are not limited to: whole grains, lean proteins, fruits and vegetables, as well as vegetarian, gluten-free, dairy-free, nut-free selections and water to drink.

Physical Activity – WCMSCHF will promote physical activity by encouraging employees to take fitness breaks during the day and also organize Fitness Challenges throughout the year. Fitness breaks can include but are not limited to: short walks, desk exercises and stretching, walking meetings and other low-impact office activities. Fitness Challenges will encourage employees to track and increase physical activity for set periods of time and offer prize rewards based on program participation and/or achievements gained by individuals and/or teams. All physical activity that the employee chooses to engage in should be done according to his/her current fitness level and physical ability.

Emotional Well-being – WCMSCHF will promote emotional well-being by encouraging employees to regularly practice mind and body relaxation and stress management techniques including but not limited to: deep breathing, meditation, desk/chair yoga, and chair massage.

Preventive Health – WCMSCHF will promote preventive health by providing an annual Health Fair that includes but is not limited to: biometric screenings, flu shots and interactive health

information. Weight loss program reimbursement, Healthy Weight Challenges, and Smoking Cessation incentives will also be offered throughout the year.

We realize as an organization that we all may have some limitations which will not allow us to participate to the fullest in one or more of these categories. However, we encourage your best possible efforts to engage in the various Wellness activities offered by the WCMSCHF Wellness Team.

EXECUTIVE DIRECTOR APPROVAL OF DRAFT:

Signature

Date

POLICY COMMITTEE PRE-APPROVAL:

Signature

Date

Printed Name of Policy Committee Member

BOARD OF DIRECTORS:

APPROVED

NOT APPROVED

Approval Date (entered by Policy Coordinator)

IMPORTANT -- Post key information to the Policy Tracking Spreadsheet including policy dates (new and revised), required review dates, staff notification/education dates and the posting date (as applicable).