

SAMPLE WORKPLACE WELLNESS POLICY

Introduction

Our workplace cares about the health and well-being of our employees and strives to create an environment that supports and encourages healthy living. We acknowledge that people who are inactive, overweight, or obese have a higher risk for many serious health conditions, including diabetes, heart disease, stroke, certain types of cancer, and premature death. We recognize that we can help improve the health and wellness of our employees, and members of the community, by providing and promoting *healthy food options, physical activity opportunities, and tobacco-, smoke-, and vape-free, environments.*

Therefore, we commit to creating a workplace environment that is conducive to *eating healthy, being physically active, and living tobacco-, smoke-, and vape-free* by doing the following:

- Providing support for a *wellness committee, team, and/or champion* as needed for the implementation of the wellness policy.
- Making healthy choices easier by providing more access to healthy food and beverage options, opportunities for physical activity, and tobacco, smoke, and vape free spaces and cessation support.
- Promoting these healthy options through appropriate communication resources, such as *pamphlets, brochures, posters, newsletters, webinars, and meetings.*
- Expanding wellness programs to be available to family members of employees.
- Conducting ongoing evaluations of wellness policies and programs.
- Hosting, sponsoring, and/or promoting* community health events, such as *health fairs, races, and/or festivals.*

Putting in place other *workplace plans to support and promote wellness*, including:

We adopt this wellness policy, which includes the following *Nutrition, Physical Activity, and/or Tobacco-, Smoke-, and Vape-Free* element(s).

Workplace Name: _____

Effective Date _____

Name and Title _____

Signature and Date of Signature _____

Sponsorship: May include financial or in-kind support of resources and services for programs, classes, farmers' markets, or other types of events and activities promoting healthy eating options, physical activity opportunities, and tobacco-, smoke-, and vape-free living.

Hosted events or activities: The organization allows the use of their facilities and resources for a function, an event, or an activity. The host may or may not invite others to sponsor the event. Examples include fairs, community gardens, classes, support groups, sporting or athletic events, parades, concerts, festivals, etc.

NUTRITION

The purpose of this section is to increase access to healthy foods for employees and, when applicable, for community members.

Our *workplace* commits to making healthy food options widely available and easily accessible by doing the following:

Selling and offering foods and beverages that meet certain nutrition standard guidelines throughout the workplace, including in the following locations, as applicable:

Comment on Nutrition Standard Guidelines

The food types and amounts listed are considered best practices according to the [Dietary Guidelines for Americans, 2020-2025](#) and nutrition experts. As new guidelines are released in the future, we may revise our policies accordingly to meet the wellness needs of our employees.

- Nutrition Standards for Vending**
 - Most or 3/4ths* of beverages contain no more than 40 calories per serving (excluding 100 percent fruit juice and unsweetened milk).**
 - All individual meal items contain no more than 480 mg of sodium per serving.**
 - All foods contain 0 grams of trans fat per serving.**
 - All snack foods contain no more than 230 mg of sodium per serving (excluding refrigerated meals).**
 - Most or 3/4ths* of packaged foods (excluding nuts and seeds without added fats, oils, or sweeteners, and fruits or vegetables without added caloric sweeteners) contain:
 - no more than 200 calories per package;
 - no more than 10 percent of total calories from saturated fat; and
 - no more than 35 percent of total calories from sugar.**
 - All milk and milk products will be unsweetened and non-fat or low-fat (1%).**
 - All juice will be unsweetened and 100 percent juice.**
 - All vegetable juice will contain no more than 230 mg of sodium per serving.**
 - All foods are cooked without frying (e.g., steaming, grilling, roasting, broiling, baking, poaching, or sautéing).**

Nutrition Standards for Cafeteria and Snack Bars

- Most or 3/4ths of beverages contain no more than 40 calories per serving (excluding 100 percent fruit juice and unsweetened milk).**
- All individual meal items contain no more than 480 mg of sodium per serving.**
- All foods contain 0 grams of trans fat per serving.**
- All snack foods contain no more than 230 mg of sodium per serving (excluding refrigerated meals).**
- Most or 3/4ths of packaged foods (excluding nuts and seeds without added fats, oils, or sweeteners, and fruits or vegetables without added caloric sweeteners) contain:
 - no more than 200 calories per package;
 - no more than 10 percent of total calories from saturated fat; and
 - no more than 35 percent of total calories from sugar.
- All milk and milk products will be unsweetened and non-fat or low-fat (1%).
- All juice will be unsweetened and 100 percent juice.
- All vegetable juice will contain no more than 230 mg of sodium per serving.
- All foods are cooked without frying (e.g., steaming, grilling, roasting, broiling, baking, poaching, or sautéing).

Nutrition Standards for Meetings and/or Events

- Most or 3/4ths of beverages contain no more than 40 calories per serving (excluding 100 percent fruit juice and unsweetened milk).**
- All individual meal items contain no more than 480 mg of sodium per serving.**
- All foods contain 0 grams of trans fat per serving.**
- All snack foods contain no more than 230 mg of sodium per serving (excluding refrigerated meals).**
- Most or 3/4ths of packaged foods (excluding nuts and seeds without added fats, oils, or sweeteners, and fruits or vegetables without added caloric sweeteners) contain:
 - no more than 200 calories per package;
 - no more than 10 percent of total calories from saturated fat; and
 - no more than 35 percent of total calories from sugar.
- All milk and milk products will be unsweetened and non-fat or low-fat (1%).
- All juice will be unsweetened and 100 percent juice.
- All vegetable juice will contain no more than 230 mg of sodium per serving.
- All foods are cooked without frying (e.g., steaming, grilling, roasting, broiling, baking,

poaching, or sautéing).

Additional Considerations when *Selecting Vendors to Sell, Offer, and/or Cater Food and Beverages at Events:*

- Look for and select vendors that do the following:
 - Offer foods that align with the food and beverage provisions of this policy
 - Use healthier cooking techniques, such as steaming, baking, roasting, and grilling
 - Offer a variety of dishes in which vegetables or fruits are the main ingredient
 - Serve condiments and dressings on the side
 - Serve foods that are appropriate for the audience and event
 - Comply with [Oklahoma's Food Service Establishment and Temporary Establishment Requirements](#)

Promoting Good Nutrition and Healthy Eating Habits Through These Activities and Services:

- Promoting the purchase of healthy foods and beverages through practices such as *pricing strategies, posting flyers, and/or using other communication tools (specify, if applicable: _____)*.
- Pricing non-nutritious foods and beverages at a higher cost than nutritious foods and foods and beverages
- Identifying healthy food and beverage menu items with *signs, symbols, and/or colors*.
- Seek input from employees to customize food and beverages sold and offered in the workplace that is nutrient dense and reflects personal preferences, cultural traditions, religious observances, and budgetary considerations.
- Ensuring access to a private space (other than a restroom) that has an electrical outlet and providing flexible paid or unpaid break times to allow mothers to express breast milk and/or breastfeed.
- Providing nutritional information on foods and beverages sold and offered in the workplace.
- Providing nutrition education through activities, such as seminars, workshops, classes, meetings, and/or newsletters.
- Hosting and/or sponsoring a farmers' market on company property or nearby that is open to community members.
- Making cool drinking water available throughout the day at no cost.
- Providing employees with access to a refrigerator, microwave, and sink with a

water faucet.

- Use individual and team competitions or challenges in combination with additional interventions to support employees making healthier choices (e.g., fruit and vegetable challenge, hydration challenge).**
- Providing financial incentives to employees that participate in workplace weight management programs such as [CDC's Multicomponent Worksite Obesity Prevention](#)**
- Encouraging employees to bring healthy foods to special occasions like birthdays and retirement parties or celebrating with non-food items.
- Offering smaller portion sizes.
- Prohibiting the marketing of foods and beverages that do not meet the requirements of the wellness policy.
- Implementing community use policy (if applicable, can include use of kitchen to offer cooking classes or other workshops to teach and promote healthy eating).
- Using and combining incentives with other strategies to increase participation in health promotion programs.
- Using tailored health promotion communications to ensure that they are accessible and appealing to employees of different ages, genders, educational levels, job categories, cultures, language, or literacy levels.

PHYSICAL ACTIVITY

The purpose of this section is to increase opportunities for physical activity for employees and, when applicable, for community members.

Our workplace commits to making physical activity opportunities widely available and easily accessible by doing the following:

- Providing employees with at least *thirty (30) minutes* of paid physical activity break time in addition to their regularly scheduled meal breaks.
- Providing technology-based support (e.g., virtual or device-based coaching to help employees set and monitor physical activity goals; step counters/pedometers/other wearable activity monitors combined with goal setting, coaching, challenges, and feedback) to increase physical activity.
- Providing flexible work arrangements to accommodate paid physical activity breaks.
- Providing information about local resources and facilities, such as *walking trails, community parks, and/or recreation facilities*.
- Promoting stairwell use, if applicable, throughout the workday by *making stairs appealing and/or posting motivational signs*.
- Using *posters, pamphlets, and/or other forms of communication (specify, if applicable: _____)* to promote physical activity.
- Promoting employee participation in physical activity by *creating exercise clubs, groups, and/or sponsoring employee sports teams*.
- Providing an on-site fitness facility or location (e.g., fitness room, gym).
- Providing employees (*and, if applicable, their families*) with access to an off-site fitness facility, including, but not limited to,
 - *purchasing corporate memberships as part of the employee's benefit package,*
 - *subsidizing membership expenses, and/or*
 - *negotiating a discounted family rate for staff.*
- Promoting physical activity through activities, such as *seminars, workshops, classes, newsletters and/or meetings*.
- Promoting short activity breaks throughout the workday.
- Using individual and team competitions or challenges in combination with additional interventions to support employees making healthier choices (e.g., steps challenge, exercise minutes challenge).

- Implement community/shared use policy (if applicable).**
- Providing safe and secure bicycle parking for employees *and, if applicable, community members.*
- Incorporating 10-minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings.
- Promoting walking meetings.
- Providing access to an on-site *changing room and/or locker room with a shower.*
- Providing wayfinding signs placed at strategic locations to make people aware of walkable destinations, including parks, recreational facilities, and other attractions.

TOBACCO-, SMOKE-, AND VAPE-FREE

The purpose of the ***Tobacco-, Smoke-, and Vape-Free*** section of this workplace wellness policy is to create a tobacco free environment, encourage smokers to quit, and ensure that all employees are protected from exposure to secondhand and thirdhand smoke.

Introduction

Tobacco use is the number one cause of preventable death in the United States, killing more than 7,500 Oklahomans every year. In recognition of the fact that all forms of tobacco products are hazardous to human health and that there is no safe level of exposure to secondhand smoke, it shall be our *company* policy to prohibit all use of tobacco products.

Comment on Terminology

Changes in state law in 2019 use the terminology “smoke-free” instead of “tobacco-free” to create “smoke-free locations” in certain public areas where Oklahoma prohibits the use of tobacco, nicotine, marijuana or other lawful products consumed in a smoked or vaporized manner. This Policy uses the term “tobacco-, smoke-, and vape-free” in order to include all lighted and vaped products, as well as other forms of tobacco use that might be inadvertently left out of the new “smoke-free” language. While the focus of this policy is to address the hazards of tobacco products, this terminology is being used to best align with state law. (63 Okl.St.Ann. §1-1523 (2019))

Definitions

For the purposes of this policy, the following definitions apply:

Company Property means any real property that is owned, leased, managed, or otherwise controlled by the Company, including outdoor areas such as parking lots.

Employee means any person who performs work or services for the Company, including, but not limited to, full-time employees, part-time employees, temporary employees, independent contractors, subcontractors, volunteers, and interns.

Smoking means lighting tobacco, nicotine, marijuana or other products for consumption.

Tobacco Product means any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product (except for raw materials other than tobacco that are used in manufacturing a component, part, or accessory of a tobacco product). This includes e-cigarettes and vapor products. The term Tobacco Product does not include any product approved by the United States Food and Drug Administration for sale as a tobacco cessation product.

Comment on Traditional and Sacred Use of Tobacco

This document acknowledges the traditional and sacred use of tobacco among American Indian people living in Oklahoma. Whenever the word tobacco is referenced in these materials it refers to the use of commercial tobacco.

Tobacco-, Smoke-, and Vape-Free Location means the use of tobacco in any form is prohibited, and the use of tobacco, nicotine, marijuana or other products consumed in a smoked or vaporized manner is prohibited.

Vaping means using a device to heat, aerosolize, or vaporize tobacco, nicotine, marijuana, or other products for consumption.

Applicability

This policy applies to every Employee, visitor, vendor, and any other person present on Company Property or at a Company-sponsored meeting or event, at all times.

Prohibitions

We are committed to ensuring that our workplace is a tobacco-, smoke-, and vape-free environment, at all times; that means:

- No one is allowed to smoke, vape, or use tobacco products anywhere on Company Property. This restriction is in place at all times.
- No one is allowed to smoke, vape, or use tobacco products in Company-owned or Company-leased vehicles. This restriction is in place at all times.
- No one is allowed to smoke, vape, or use tobacco products in personal vehicles, while such vehicles are on Company Property. This restriction is in place at all times.
- No one is allowed to smoke, vape, or use tobacco products at any off-site Company-sponsored meeting or event.
- Employees are not allowed to smoke, vape, or use tobacco products during the hours of their employment, except off the premises during regularly scheduled breaks, if applicable. This applies during all hours of employment.
- Ash receptacles, such as ash trays or ash cans, are not permitted on Company Property, or within Company owned or leased vehicles.
- The Company will not accept any sponsorship from a tobacco company and will not allow tobacco advertising or promotion on Company property or at any off-site Company-sponsored meeting or event.

Tobacco Cessation Support

- Employees and family members interested in quitting tobacco use will be referred to the [Oklahoma Tobacco Helpline](#) and other cessation resources, if available.
- The Company will promote the Oklahoma Tobacco Helpline (1-800-QUIT-NOW or [OKHelpline.com](#)) to ensure awareness of the statewide services that are available.
- The Company will provide insurance benefits and access to the following types of assistance with no prior authorization or out-of-pocket cost to the employee:
 - Group, individual, and phone counseling
 - A minimum of four counseling sessions of at least 10 minutes each per attempt
 - Two quit attempts per year
 - Free cessation counseling is also offered by the [Oklahoma Tobacco Helpline](#) (1-800-QUIT-NOW)
 - All Food and Drug Administration (FDA) approved cessation aids
- The Company will communicate and promote the available tobacco cessation benefits and insurance coverage for employees to all prospective employees, new employees at the time of hire, and all existing employees on an annual basis.

Implementation, Support, and Enforcement

- Signs informing people of this policy shall be posted, at a minimum, at entrances to all buildings on Company Property.
- A copy of this policy shall be included in the Company policy manual and Employee training materials. Employees are responsible for familiarizing themselves with this policy. Employee compliance with this policy is mandatory.
- A violation of this policy by an Employee will be handled in accordance with the Company's standard disciplinary procedure.
- A violation of this policy by any person other than an Employee shall be handled in the following manner:
 - First, the Company will request that the violator stop using the Tobacco Product.
 - If the violator refuses to stop, the Company will request that the person leave Company Property or the Company-sponsored meeting or event.
 - If the violator refuses to leave, the Company will follow its standard procedure for removing unwanted visitors.