

Reviewing Company Policies

The following checklist can help Wellness Committees evaluate some of your company policies. For each question check either *yes* or *no*. Information on each question is provided. Consider reviewing the results with your human resources and legal departments to see what sort of changes can be implemented to support physical activity policies at your company. Also be certain that any recommendations to change company policy are supported by company management.

- 1) Does your company allow for paid work time to be used for physical activity or other wellness programs?

Yes No

Comment: _____

Paid Time Off: To promote physical activity in the workplace, some companies allow employees to use paid time to be physically active. This is beyond required breaks and lunch. Paid time off may be a set amount of time per week or month and can be focused around a company-led activity, group activity, or individual activity.

- 2) Does your company have a policy for “flex time”?

Yes No

Comment: _____

Schedule: By implementing policies that afford employees to be flexible in their arrival and departure times, as well as extending the amount of time allocated for lunch, employees may have more time during the workday to take part in physical activities and may be more likely to use alternative modes of transportation to commute to work.

3) Does your company have a strict dress code?

Yes No

Comment: _____

Dress Code: Requiring business dress each day can limit participation in physical activity. By creating a policy to allow business casual attire, employees may be able to participate in light physical activity programs (e.g., lunch walks, group stretch). In addition, consider the workplace physical environment. Where possible, consider the potential of locker rooms and showers. Locker rooms and showers help promote alternative forms of transportation and participation in more rigorous physical activity.

4) Does your company have a policy that requires employees to be on-site at all times during the workday?

Yes No

Comment: _____

Breaks: Some jobs require that employees be present at the worksite or in a building at all times during the workday. While requirements may necessitate this, allowing employees to go outside during breaks or at lunch can help them to “recharge” and provide the opportunity to be more physically active. If it is not possible to allow employees to exit the building during the workday, consider allocating space within the building to be allocated for physical activity, including meeting space for lunchtime physical activities, or measure the distance of hallways and encourage walking indoors.

5) Does your company provide incentives for employees to be more physically active (e.g., reduced health insurance premiums, alternative transportation reimbursements)?

Yes No

Comment: _____

Incentives: The use of incentives can increase employee motivation to take part in wellness activities. Incentives can include pedometers and company-branded workout gear for those who take part in company wellness initiatives, reduced insurance premiums for employees who complete a Health Risk Assessment, or reimbursements to employees who actively go to a local fitness center. For more information on Incentives, please see **Step 3: Promoting**.

6) Does your company offer subsidized or reduced rate health or fitness club memberships?

Yes No

Comment: _____

Fitness Center Memberships: Subsidizing health club memberships is one way to encourage physical activity among your employees. Consider locations within walking distance to the worksite, which may provide locker room or shower options for alternative commuters, or allow employees to select their own options near their home. To control costs and prevent employees from signing up but not actually using this benefit, consider reimbursing employees on a sliding scale. For example, each documented visit to the fitness center can represent a 1% reimbursement (e.g., 100 visits per year = 100% reimbursement; 50 visits per year = 50% reimbursement).

For more information on fitness center memberships, visit:

<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/fitnessclub/index.htm> or
<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/fitnessclub/selecting.htm>

7) Does your company offer health screenings to your employees?

Yes No

Comment: _____

Employee Health Screenings: To encourage employees to learn about and maintain their health, consider providing annual or bi-annual health screenings. Consider Health Risk Assessments as a way to gather baseline data about your employees and find specific areas your physical activity and wellness programs can target to improve employees' health and well-being..

For more information on Health Risk Appraisals, visit:

http://www.cdc.gov/nccdphp/dnpao/hwi/programdesign/health_risk_appraisals.htm or

http://www.cdc.gov/nccdphp/dnpao/hwi/downloads/HRA_checklist.pdf

8) Does your company reimburse or provide for alternative commute expenses or needs (e.g., public transportation reimbursement, bike racks)?

Yes No

Comment: _____

Transportation: Encourage employees to take alternative forms of transportation to work, including carpooling, public transportation, cycling, and walking. Consider reimbursements or subsidies for employees who take alternative forms of transportation, including monthly public transportation card reimbursements or subsidies or allowances for gear for those who bicycle or walk to work

For more information on alternative transportation, visit:

http://www.cdc.gov/nccdphp/dnpao/hwi/policy/alternative_transportation.htm or

http://www.bv.com.au/file/file/RTW/BICY%20-%20Cycle-Fndly%20Workplaces_v12.pdf