



**2018 Worksite Wellness Challenge: Written Policies List**

All of the policy questions on the scorecard are on the list below. A total of 75 points can be earned for writing these policies (42% of the entire scorecard). In order to receive credit for any of these questions, a copy of your company policy, plan/assessment, list of meeting dates with coaches and/or list of dates medical insurance providers were contacted should be placed in your Team Binder, which must be turned in to your coach at the end of the Challenge, on Wednesday, October 31, 2018.

<b>General Health Environment</b>	<b>Copy in Binder?</b>
3. Your company has a written company wellness plan and/or policy, which is reviewed annually.	
4. Your company conducts an employee needs and interest assessment specifically related to planning health promotion activities.	
5. Your company has written policies to support breast-feeding women (e.g., allows flexible breaks to allow women to breastfeed or express milk).	
7. Your company has a policy and conducts employee health risk appraisals/assessments through vendors, on-site staff, or health plans, and provides individual feedback plus health education.	
8. Your company has a written sustainability plan in place for worksite wellness activities, programs, and staff.	
12. Your company Worksite Wellness Challenge Team Captain met with their Worksite Wellness Challenge Coach each calendar month from February - October (by phone or in person).	
13. Your company Worksite Wellness Committee / Team Captain reached out to at least one of their medical health insurance provider representatives at least three times during the Worksite Wellness Challenge.	

<b>Physical Activity</b>	<b>Copy in Binder?</b>
2. Your company has a written policy that subsidizes or discounts the cost of on-site or off-site exercise facilities.	
4. Your company has a policy to subsidize bus passes for employees who would like to take the bus to work.	

<b>Physical Activity (cont'd)</b>	<b>Copy in Binder?</b>
11. Your company has either a separate written physical activity policy or includes a physical activity policy in the overall written company wellness plan / policy / strategic plan.	

<b>Nutrition (Healthy Eating)</b>	<b>Copy in Binder?</b>
1. Your company has a written policy for the provision of healthy food and beverage options at employee meetings and events (e.g., the policy or formal communication makes vegetables, fruits, 100% fruit juices, whole grain items or trans fat-free / low-sodium snacks available during meetings).	
5. Your company has a written policy to offer an on-site farmers market or offers flex time to attend a nearby farmers market where fresh fruits and vegetables are sold.	
7. Your company has a written policy stating that more than 50% of the food and beverage choices available in vending machines, snack bars, or other points of purchase are healthy food items (e.g., skim milk, 1% milk, water, unsweetened flavored water, diet drinks, 100% fruit juice, low-fat and low-sodium snacks, or fresh fruit).	
8. Your company has written policy to offer meals that include healthy options in cafeteria settings.	
9. Your company has a written policy to identify healthier food and beverage choices with signs or symbols (e.g., the "Choose Healthy Now" program or your company puts a "heart" next to a healthy item in vending machines, cafeterias, snack bars, or other points of purchase).	
12. Your company has a written policy or plan for hosting a minimum of one healthy food drive per year (see the "Healthy Food Drive" flyer on <a href="http://www.GetFitKauai.com">www.GetFitKauai.com</a> ).	

<b>Tobacco Control</b>	<b>Copy in Binder?</b>
1. Your company has a written policy banning all tobacco use at your worksite.	
2. Your company has a written policy banning all Electronic Smoking Device usage at your worksite.	

<b>Signs &amp; Symptoms of Heart Attack and Stroke / Emergency Response to Heart Attack and Stroke</b>	<b>Copy in Binder?</b>
3. Your company has a policy that includes a written emergency response plan that addresses acute heart attack and stroke events (e.g., who needs to be notified?).	