

# EMPLOYEE WELLNESS PROGRAM OVERVIEW

**Summit Digital Solutions, Inc.**

*Effective Date: January 1, 2024*

*Document Version: 2.0*

*Last Updated: December 15, 2023*

## 1. PROGRAM PURPOSE AND SCOPE

1. Summit Digital Solutions, Inc. ("Company") establishes this Employee Wellness Program ("Program") to promote employee health, well-being, and workplace satisfaction while managing healthcare costs and improving productivity.
2. This document outlines the Program's structure, eligibility requirements, benefits, privacy protections, and administrative procedures in accordance with applicable federal and state laws, including HIPAA, ADA, and GINA.

## 2. ELIGIBILITY AND ENROLLMENT

1. The Program is available to all full-time employees who have completed 90 days of employment with the Company.
2. Part-time employees working more than 20 hours per week become eligible after 180 days of employment.
3. Participation is voluntary and requires annual enrollment during the designated benefits period (November 1-30) or within 30 days of becoming eligible.

## 3. PROGRAM COMPONENTS

1. Health Risk Assessment
  - Confidential biometric screening
  - Online health questionnaire
  - Individual health risk reports
  - Personalized wellness recommendations
2. Physical Wellness Initiatives

- Annual fitness center reimbursement up to \$500
- Quarterly fitness challenges
- Virtual fitness classes
- Ergonomic workspace assessments

### 3. Mental Health Support

- Employee Assistance Program (EAP) access
- Stress management workshops
- Mindfulness and meditation resources
- Work-life balance coaching

### 4. Preventive Care

- Annual wellness visit coverage
- Immunization programs
- Health screening incentives
- Smoking cessation support

## **4. INCENTIVE STRUCTURE**

### 1. Financial Incentives

- Health insurance premium reduction up to 15%
- HSA/FSA contribution matching up to \$500
- Wellness activity completion bonuses
- Quarterly reward distributions

### 2. Non-Financial Incentives

- Additional paid time off (up to 8 hours annually)
- Recognition in company communications
- Priority parking privileges
- Wellness achievement badges

## **5. PRIVACY AND CONFIDENTIALITY**

1. All personal health information collected through the Program is protected under HIPAA regulations and maintained by third-party wellness vendors.

2. The Company receives only aggregated, de-identified data for program evaluation purposes.
3. Employee participation records are maintained separately from personnel files.
4. Wellness vendors are contractually bound by strict confidentiality requirements and data security protocols.

## **6. ADMINISTRATION AND OVERSIGHT**

### **1. Program Administration**

- Human Resources Department oversight
- Wellness Committee governance
- Third-party vendor management
- Quarterly program evaluation

### **2. Vendor Partners**

- Medical screening provider: HealthMetrics Solutions
- Fitness platform: WellnessConnect Pro
- EAP services: Comprehensive Care Partners
- Health coaching: Vital Living Associates

## **7. COMPLIANCE AND LEGAL CONSIDERATIONS**

### **1. The Program complies with:**

- Americans with Disabilities Act (ADA)
- Genetic Information Nondiscrimination Act (GINA)
- Health Insurance Portability and Accountability Act (HIPAA)
- State privacy and employment laws

2. Reasonable accommodations are available for employees unable to participate in specific program components.

## **8. PROGRAM MODIFICATIONS**

1. The Company reserves the right to modify, amend, or terminate the Program at any time with 30 days' notice to participants.

2. Annual program review and updates occur during Q4 of each calendar year.

## **9. CONTACT INFORMATION**

Program Administrator:

Human Resources Department

Summit Digital Solutions, Inc.

Email: [wellness@summitdigital.com](mailto:wellness@summitdigital.com)

Phone: (555) 123-4567

## **10. ACKNOWLEDGMENT**

This Program Overview is for informational purposes only and does not constitute a contract between the Company and its employees. Specific benefit terms, conditions, and limitations are governed by individual benefit plan documents and service provider agreements.

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*Approved by:*

Sarah Blackwell

Chief Operating Officer

Summit Digital Solutions, Inc.

**Date:** \_

Director of Human Resources

Summit Digital Solutions, Inc.

**Date:** \_