

Employee Wellness Program Policy

'Name of the Company' wants its employees to access personalized wellness plans and wellness resources. We believe that the employee wellness program has many benefits. We aim to use this policy to educate the employee about their rights and the advantage they can get from this policy.

Purpose

This policy describes the wellness initiatives taken by our company to promote employee health.

Through this policy, we aim to strengthen the employee's immune system to build a happier and healthy workplace.

Scope

This policy applies to all our employees.

Definition

Wellness Resources incorporate all information, facility, activity, advice, equipment, and membership that supports employee health and fitness.

This health can be physical, emotional, or psychological.

Employee Wellness Program

We aim at helping the employee in their goals to become healthier.

These programs may include helping them lose weight, managing stress, quitting smoking, improving physical health, and building stamina.

The list is not limited to the above cases.

We are willing to promote every result that will make our employees' health better.

We provide some training or courses that aim to prevent workplace accidents and encourage the correct use of the equipment on the job.

We provide the following wellness resources:

- ['Slumber room'](#).

- [‘Yoga room/classes’.](#)
- [‘Gym membership’.](#)
- [‘Nutritious snack and drinks’.](#)
- [‘Fitness activities’.](#)
- [‘Stress management seminars’.](#)
- [‘Availability of wellness coach’.](#)
- [‘Health information classes’.](#)

Employees have ready access to resources like the slumber room or snacks. However, if the employee wants to enjoy the benefits of the other resources like a gym membership or have a fitness plan set for them, they are requested to refer the same to our [‘HR or wellness committee.’](#)

Wellness Incentives

To motivate our employees to enter the wellness programs, we provide wellness incentives to the employees.

The employee is rewarded for achieving their wellness objectives as formed in their custom wellness plan.

The incentives or rewards can be in the form of:

- [‘Cash’.](#)
- [‘Reductions in premium payments’.](#)
- [‘Time off’.](#)
- [‘Other gifts and awards’.](#)

Employees with Disabilities

We have made reasonable alterations for our employees with disabilities to have equal and interrupted access to our wellness program.

To support our employees with disabilities have a suitable wellness plan, our HR team will consult with wellness experts and physicians.

We have the same provisions for the employees who cannot participate in specific wellness activities due to pregnancy, age, or other reasons.

Responsibilities of the Team Leader

We have made reasonable alterations for our employees with disabilities

Along with the HR department, the team leaders also communicate the wellness initiatives to their team members.

They should educate the team members about the availability of the company's wellness programs, how or when they can use them, and who the employees can refer to for more details.

We advise our team leaders to encourage their team members to utilize the wellness programs/resources and be open to talk about any concerns when needed.

