2020 Healthy Worksite Recognition Application

DUE: 5 PM ON FEBRUARY 28th

Purpose
Healthy By Design’s Healthy Worksite Recognition is a voluntary initiative that recognizes Yellowstone County employers that demonstrate a commitment to wellbeing. The Healthy By Design Coalition acknowledges efforts to facilitate and encourage employee health, enhance productivity, and ensure a work environment that makes the healthy choice, the easy choice.

Application Process
Applications must be submitted by the organization seeking recognition on an annual basis for consideration each year. Applicants must fill out this application and submit it by 5 pm on Friday February 28th for 2020 recognition consideration. A committee will review all applications. The application process is not a competitive entry program, and will be based on meeting standardized criteria.

Eligibility
All Yellowstone County worksites, regardless of size or status (i.e. private, public, for-profit, or non-profit) are encouraged to apply for a Healthy By Design Healthy Worksite Recognition. Individual departments or divisions are encouraged to apply.

Recognition Levels
Recognition will be given based on three levels of achievement: bronze, silver, and gold. Level of recognition will be based on the overall average number of criteria met in each of the following 4 Areas of Opportunity:

- Healthy Eating
- Active Living
- Work-Life Balance
- Health Promotion

As an example, if a business scores 8 for healthy eating, 8 for active living, 2 for stress reduction, and 2 for health promotion, the overall average score of 5 would qualify them for Silver-level recognition.

Recognition Standards (calculated as an average across all 4 Areas of Opportunity)
How are Healthy Worksites recognized?
Organizations will be recognized publicly via the Healthy By Design Facebook page, website, and e-newsletter. In addition, recognized employers will be presented with a recognition logo to display in their worksite, and will be celebrated during the annual Healthy By Design celebration in January. Finally, examples of recognized business' wellness initiatives may be included in future version of the Healthy Worksite Toolkit for future applicants.

How to Apply
Complete the application found online or as a PDF at www.healthybydesignyellowstone.com/recognition-opportunities. If downloaded, email the completed application to info@hbdyc.org or mail to ATTN: Hannah Groves, Healthy By Design Coalition, 123 South 27th Street, Billings Montana 59101. The deadline for 2019 recognition is: Friday, February 28th, 2020.

Resources
For additional worksite wellness resources, including the local toolkit, please visit: http://www.healthybydesignyellowstone.org/worksite-wellness/

You may also contact us by emailing info@hbdyc.org or calling 247.3394.

Healthy By Design Community Pledge
If chosen to be recognized as a Healthy By Design Healthy Worksite, I agree on behalf of my organization/business to endorse and adopt Healthy By Design’s community message by seeking opportunities to make the healthy choice, the easy choice whenever possible.

Print Name: _______________________________________________ Date: ______________________

Signature: __________________________________________________ Position: ______________________

Thank you for taking the time to apply for the Healthy By Design Healthy Worksite Recognition. A Healthy By Design team member will get back to you shortly about your application. In the meantime, if you have any questions, please contact us at info@hbdyc.org

Disclaimer: Healthy By Design Recognition indicates compliance with Healthy By Design standards. Healthy By Design Coalition and Review Team partners are not responsible for the actions, statements or views of the business, organization, or worksite recognized through this process. Adherence to these claims made above are self-policing.

Check out our Healthy Worksite Toolkit inspired from other recognized businesses! You can find ideas, tips, and resources about worksite wellness in Yellowstone County.

www.healthybydesignyellowstone.org/worksite-wellness/
Applicant Information and Instructions

Note: Answers to questions on this section are for informational purposes only.

How long has your worksite wellness/health promotion initiative been in place?

☐ <1 year  ☐ 1-3 years  ☐ 4-10 years  ☐ >10 years

What is the approximate annual budget of your current worksite wellness/health promotion?

☐ <$1,000  ☐ $1,001-10,000  ☐ $10,001-25,000  ☐ $25,001-50,000  ☐ >$50,000

What reasons best describe why your organization started a worksite wellness initiative?

☐ Improve teamwork/morale  ☐ Reduce absenteeism
☐ Enhance productivity  ☐ Employee request
☐ Improve the health and wellbeing of employees  ☐ Contain healthcare costs
☐ Improve recruitment and/or retention  ☐ Aligns with mission/values
☐ Other (please specify) __________________________________________

Why focus on Policy, Systems, & Environmental Changes?

The Policy, Systems, and Environmental (PSE) change approach creates sustainable, comprehensive measures to improve employee health (Source: ChangeLab Solutions).

P= Policy
Example: Written policy that allows daily walking breaks

S= Systems
Example: Annual Walking Competitions

E= Environment
Example: Well-lit and welcoming staircases to encourage stair use

Health By Design encourages businesses to use PSE approaches in their wellness plans when possible to make the healthy choice, the easy choice.

Instructions

-Please complete each section of the application and try to check at least one box in each of the 4 Areas of Opportunity. Healthy By Design staff will contact you if there are questions about your application.

-If checking off the “Other” box, please ensure you are specific about what your worksite is doing to fulfill that category.

-We would also like for you to provide one example in each category that you would allow Healthy By Design to highlight in future promotion of this initiative.
Mark on the checklist below which activities and efforts your business has implemented. Each checked box is worth 1 point. Documentation or verification may be requested by the recognition committee. You will be contacted as soon as possible if this is necessary.

- Provide healthy food & beverage options such as fruits, vegetables, & other whole foods, water on a regular basis (examples include: healthy vending machine policy, un-sugared beverage options at meetings)
- Provide a place for meal storage and preparation (examples include: clean, well-lit break room with a fridge and microwave, allow employees ample time to eat lunch)
- Adopt a “No Dumping” policy to discourage people from bringing in large amounts of unhealthy foods (examples include: removing candy from waiting rooms, reception)
- Adopt a healthy celebration plan for achievements, birthdays, and other milestones (examples include: healthy options, smaller portion sizes, consolidate events into once a month celebrations)
- Provide clean, accessible water filling stations and encourage employees to drink plenty of water (examples include: water fountain, water cooler, provide company mug or cup)
- Ensure that at least half of the food and beverage choices at onsite purchase points are considered healthy and are without added sugars (examples include: stock vending machines with healthy food and beverage options, use indicators like ✔ next to healthy menu items)
- Adopt healthy food guidelines for meetings and company sponsored events (examples include: only offer healthy food options, encourage water consumption)
- Educate employees on healthy eating habits, healthy cooking or how to get access to whole foods (examples include: healthy cooking classes/demos, shopping tips, local resources like the Gardeners’ Market)
- Provide incentives to encourage healthy eating and drinking (examples include: reduction of health insurance premiums, free fruits & vegetables in break rooms, vacation time)
- Other: What are you currently doing that encourages healthy eating in the worksite?

What is one Healthy Eating initiative at your worksite that you are most proud of and would be willing to provide more details on for future promotion?

_________________________________________________________________________________
Mark on the checklist below which activities and efforts your business has implemented. Each checked box is worth 1 point. Documentation or verification may be requested by the recognition committee. You will be contacted as soon as possible if this is necessary.

- Provide incentives for employees that engage in regular physical activity, such as active commuting (examples include: prizes, flexible schedule, extra 30 minutes for lunch)
- Offer flexible work stations (examples include: standing desk, ball chair, stationary bike desk)
- Provide or encourage organized fitness challenges (examples include: internal step-count or miles challenge, Commuter Challenge, Shape Up Montana, 5Ks)
- Provide reimbursements or arrange discounts for offsite gym memberships or wellness initiatives
- Provide support and incentives for active transportation - walking, biking, rolling, public transport (examples include: providing a place to shower, freshen up stations, bicycle parking)
- Organize on-site exercise initiatives/classes and/or physical activity opportunities (examples include: group fitness classes, on-site exercise equipment, activity breaks during meetings)
- Encourage walking during the work day (examples include: maps of trail maps or walking routes, well-lit appealing staircases, promotion of walking meetings)
- Organize/sponsor recreational activities for employees outside of working hours (examples include: softball league, walking/hiking clubs, open gym)
- Educate employees on incorporating appropriate physical activity into their workdays (examples include: brochures, wellness, newsletter, wellness events)
- Other: What are you currently doing that encourages physical activity in the worksite?

What is one Active Living initiative at your worksite that you are most proud of and would be willing to provide more details on for future promotion? ________________________________

For Reviewer
Category Score: /10
Work-Life Balance – Healthy By Design encourages initiatives that promote positive mental health, work-life balance, social connectedness, and individual/community resilience.

Mark on the checklist below which activities and efforts your business has implemented. Each checked box is worth 1 point. Documentation or verification may be requested by the recognition committee. You will be contacted as soon as possible if this is necessary.

☐ Offer onsite relaxation activities (examples include: mediation or wellness room, mindfulness coloring books)
☐ Offer employees paid sick-time, personal days, or mental health days
☐ Sponsor or organize social events throughout the year
☐ Provide work-life balance, stress management, or life skills initiatives or classes (examples include: employee assistance initiative, counseling during traumatic events)
☐ Train managers in identifying and reducing worksite stress related to such areas as performance reviews, communication, conflict resolution, and time management
☐ Educate or raise awareness regarding mental and emotional health and resilience (examples include: QPR gatekeeper training, Trauma-Informed Care training)
☐ Offer service learning or community volunteering opportunities for staff on paid work time (examples include: Day of Caring, participation in local coalitions, board or other areas of interest)
☐ Provide opportunities for employees to participate in decisions about work processes, schedules, decisions, etc.
☐ Discourage substance abuse (examples include: tobacco cessation or addiction counseling resources, discourage consumption of alcohol at work-related events or networking opportunities)
☐ Other: What are you currently doing that encourages positive work-life balance in the worksite?

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What is one Work-Life Balance initiative at your worksite that you are most proud of and would be willing to provide more details on for future promotion? __________________________

________________________________________________________

For Reviewer
Category Score: /10
Health Promotion – Healthy By Design recognizes that each business is unique and wants to recognize other ways in which employee health is supported.

Mark on the checklist below which activities and efforts your business has implemented. Each checked box is worth 1 point. Documentation or verification may be requested by the recognition committee. You will be contacted as soon as possible if this is necessary.

- Offer nursing mothers reasonable accommodations for breastfeeding (examples include: wellness room, private accommodations, pumping breaks or equipment, etc.) in compliance with local/federal regulations
- Maintain a tobacco free worksite through a tobacco-free policy (examples include: “No Smoking” signage, tobacco cessation resources, offer Quit Kits etc.)
- Adopt a text-free driving policy for employees who may drive as part of their job
- Provide onsite recycling services for employees
- Maintain an active health promotion committee or designated staff member to promote worksite wellness
- Conduct employee health risk assessments/screening via outside vendor
- Participate in a local health coalition, non-profit board, etc. (examples include: Healthy By Design)
- Provide free flu shots for employees
- Extend health and wellness opportunities to employees’ families
- Other: What are you currently doing that promotes health in the worksite?

What is one Health Promotion initiative at your worksite that you are most proud of and would be willing to provide more details on for future promotion?

For Reviewer: Total score is an average of each of the 4 Areas of Opportunity.

Total Score: /10

Level of Recognition*:  □ Gold  □ Silver  □ Bronze  □ No Recognition

*See Page 1 of the application for a breakdown on Levels of Achievement.

Additional Comments on this Application: ____________________________________________