

2023 Healthy Worksite Recognition Application

Purpose

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

Application Process

Applications must be submitted by the recognition-seeking organizations on an annual basis for consideration each year. Completed applications are due Friday, October 27th, 2023. The process is not a competitive entry program but is based on meeting standardized criteria. Applications will be reviewed by the Healthy Worksites Committee.

Eligibility

All Yellowstone County worksites, regardless of size or status (i.e. private, public, for-profit, or non-profit) are encouraged to apply for Healthy By Design's *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 work-life balance, 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 and certificate. Finally, examples of recognized business' wellness initiatives may be included in the 2024 version of the [Healthy Worksite Toolkit](#) for future applicants.

How to Apply

The deadline to apply for 2023 Healthy Worksite Recognition is Friday, October 27th, 2023. Digital applications must be received by midnight and mailed applications should be postmarked no later than this date. Once completed, send your application to info@hbdyc.org or mail to ATTN: Tony Chase, Healthy By Design Coalition, 123 South 27th Street, Billings Montana 59101.

Resources

For worksite wellness resources including the local toolkit, or to download additional copies of this application, visit our [Worksite Wellness page](#).

Contact us by emailing info@hbdyc.org or calling 406.247.3394.

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: _____

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-policed.

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 in 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 was your process in finding and dedicating funding for worksite wellness/health promotion?

(Please attach additional materials/information as needed)

In 1-2 sentences, describe why and how you have started worksite wellness efforts. Examples include:

- | | |
|------------------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Improve teamwork/morale | <input type="checkbox"/> Reduce absenteeism |
| <input type="checkbox"/> Enhance productivity | <input type="checkbox"/> Employee request |
| <input type="checkbox"/> Improve the health and wellbeing of employees | <input type="checkbox"/> Contain healthcare costs |
| <input type="checkbox"/> Improve recruitment and/or retention | <input type="checkbox"/> Aligns with mission/values |
| <input type="checkbox"/> Other (please specify) _____ | |

Instructions

- Complete all sections of the application. In each *Area of Opportunity*, please check all boxes that apply. Final scores will be found by averaging the totals awarded for all 4 sections. 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.
- Please provide as many examples as possible in each category. Short narratives and photos will allow Healthy By Design to highlight your efforts and include them in future versions of the Healthy Worksite Toolkit.

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

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



Healthy Eating – Healthy By Design encourages daily consumption of 5 or more servings of fruits & vegetables, and 0 sugary beverages.

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 incentives to encourage healthy eating and drinking (examples include: reduction of health insurance premiums, free fruits & vegetables in break rooms, vacation time)
- Provide ample and accommodating spaces and times for meal storage, preparation, and consumption (examples include: clean, well-lit break room with a fridge and microwave, allowing enough time for employee lunches)
- Adopt a “No Dumping” policy discouraging storage of large amounts of unhealthy foods (examples include: removing candy from waiting rooms, reception, distribute food after large meetings)
- Adopt a healthy celebration plan for achievements, birthdays, and other milestones (examples include: healthier options, smaller portion sizes, group celebrations, food-free gatherings)
- 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, order for expected number of attendees, encourage water consumption)
- Provide educational opportunities regarding healthy eating habits, healthy cooking, or accessing healthier foods (examples include: bringing in local experts to teach healthy cooking classes/demos, shopping tips, local resources like the Gardeners’ Market)
- 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? _____

Make the healthy choice every day...



For Reviewer

Category Score:

/10



Active Living - Healthy By Design encourages at least 1 hour of physical activity every day.

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.

- Establish organizational incentives for employees engaging in regular physical activity, such as active commuting (examples include: prizes, flexible schedule, extra 30 minutes for lunch)
 - Encourage and/or provide opportunities for non-sedentary working strategies (examples include: standing desks, walking meetings, allowing “Screen Break” times, exercise ball chairs)
 - 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? _____

Make the healthy choice every day...



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 or stress reduction activities (examples include: meditation or wellness, mindfulness coloring books)
 - Offer employees paid sick-time, personal days, or mental health days
 - Integrate social events throughout a variety of working schedules with some designed to engage remote employees (if applicable)
 - Provide up-to-date, locally relevant information and support for areas such as child-care or elder-care resources, assistance programs for legal advice and mental healthcare, or life skills initiatives or classes
 - Provide or actively support managers' ongoing training in identifying and reducing worksite stress related to such areas as performance reviews, communication, conflict resolution, time management, and safety or work-environment concerns
 - 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, community blood drives, participation in local coalitions, boards, or other areas of interest)
 - Sustain meaningful opportunities for employees to participate in decision-making about organizational work policies and procedures (examples include: scheduling, telecommuting, technological support)
 - Discourage substance abuse (examples include: establish a tobacco-free workplace policy, offer information regarding cessation resources, discourage alcohol consumption at work-related events)
 - Other: What are you currently doing that encourages positive work-life balance in the worksite?
-

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? _____

Make the healthy choice every day...



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.

- Provide private and welcoming accommodations suitable for a variety of personal uses like breastfeeding or pumping, meditation or prayer, stretching or doing physical therapy exercises, etc.
- 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 worksite wellness staff member
- Conduct employee health risk assessments/screening via outside vendor
- Encourage or maintain participation in a local health coalition, non-profit board, community volunteering opportunities, etc. (examples include: Healthy By Design)
- Employ strategies to limit office spread of infectious diseases, such as providing free flu shots for employees, writing or maintaining protocols for adopting temporary stay-at-home policies in accordance with public health guidelines
- Support and incentivize health and wellness opportunities for 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? _____

Make the healthy choice every day...



For Reviewer
Category Score:
/10

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: _____