#### **Corporate Wellness Assessment**

Taking Steps to Improve Health and Wellness

## Congratulations on taking the first step on improving the culture of health in your organization!

In a normal workweek, employees spend about a third of their day at the workplace. This means that employers are essential to improve the health of a community. The use of an effective, quality workplace wellness programs and policies not only can they make a true impact in the health of the community they can also reduce the organization's health related costs and improve the health their employees.

The benefits of a well-designed Workplace Wellness Program include:

- ~ Controlling Health Care Costs Workplace Wellness can help healthy employees stay healthy and employees at risk make lifestyle changes and improve their health which in turn lowers health care costs.
- ~ Increase Productivity Reducing presenteeism: Presenteeism refers to productivity loss resulting from employees coming to work ill or with a chronic condition and perform below par because of the illness or chronic condition.
- ~ Reducing Absenteeism Healthier employees = fewer sick days & fewer doctor's visits
- ~ Enhance Company Image Companies with robust Workplace Wellness programs retain employees who appreciate working in a healthy supportive environment and attract the top candidates who are looking for more than just job.

The first step to creating and/or maintaining a healthy workplace is assessing your organization is to complete this Corporate Wellness Assessment. This assessment provides you with a process to gather information about the factors that support and/or hinder the health of your employees. It will help you identify potential opportunities to improve and address these factors. It will give you a current picture of health in your organization and, overtime, can help show its progress and trends.

1. Survey Takers Co	ntact Information
Name	
Company	
Title	
Address	
City/Town	
State	select state
ZIP/Postal Code	
Email Address	
Phone Number	
Corporate Wellne	ess Assessment
Employee Demog	rapnics
2. Number of employ	rees:
<500	
501-1,000	
1,001-5,000 >5,001	
70,001	
3. Gender of employ	ees?
% Male	
% Female	

4. Age of Employees	
% < 18 years old	
% 18-34 years of age	
% 35-44 years of age	
% 45-64 years of age	
% 65 years of age and older	
5. What is the average	e age of employees?
6. Racial/Ethnic make	up of your employees?
% Non-Hispanic White	
% Non-Hispanic Black/African American	
% Hispanic/Latino	
% Asian/Asian American	
% American Indian/Alaska Native	
% Native Hawaiian/Pacific Islander	
% Other	
7. Employee Educatio	n Level:
% Less than high school	
% High school graduate/GED	
% Some college/technical school	
% College graduate	
% Post- graduate/advanced degree	

8. Works Status:	
% Full-time	
% Part-Time	
% Temporary	
0.11.7	
9. Job Type:	
% Salaried	
% Hourly	
Corporate Wellne	ss Assessment
Organization Desc	ription
10. Organization Sec	tor:
For-Profit	
Government	
Non-Profit	
Other	
Other (please specify	<b>'</b> )

11.	Select the choice that best describes your industry:
	Accommodation and Food Services
	Administrative and Support
	Agriculture, Forestry, Fishing, and Hunting
	Arts, Entertainment, and Recreation
	Construction
	Education
	Educational Services
	Finance and Insurance
	Government/Public Administration
	Health Care and Social Assistance
	Information
	Manufacturing
	Mining, Quarrying, and Oil and Gas Extraction
	Professional, Scientific, and Technical Services
	Real Estate and Renting/Leasing
	Retail/Wholesale Trade
	Technology/Bio-Tech
	Transportation, Warehousing, and Utilities
	Waste Management and Remediation
	Other
	Other (please specify)

Healthcare Benefits	

12. Does your organization provide health insurance coverage for employees?
Yes
○ No
Corporate Wellness Assessment
Healthcare Benefits
13. What percentage of employees are covered by the organization's health care benefits?
14. What is the total number of people covered under the organization's health care benefits including spouses and family?
15. Which statement best represents your organization's health care benefits plan?
Company purchases coverage from an external agency, such as an insurance company, but does not play a role in the design or administration of health benefits.
Company operates own health insurance plan. For example, the organizations pays a third party (e.g., an insurance company or health care claims firm) to administer a plan which the organization has designed for their employees. The employer pays the cost (claims plus administration) out of the company's coffers.

16. Does your organization'	s healthcare benefit p	lan include coverage for:	
	Yes	No	I don't know
Dental Insurance			
Vision Insurance			
Mental/Behavioral Health Insurance			$\circ$
17. Does your organization'	s healthcare benefit p	lan cover the following programs	?
	Yes	No	I Don't Know
National Diabetes Prevention Program (NDPP or DPP)			
Diabetes Self Management Education through Recognized or Accredited Programs			
Other Disease Management or Lif	festyle Change Programs C	Covered by Healthcare Benefits not Liste	d Above (please describe)
FDA-approved:		reduces or eliminates employee	·
December 2000	Yes	No	I Don't Know
Prescription cessation medications including nicotine replacement (inhaler, nasal spray), bupropion (Zyban) and varenicline (Chantix)			
Over-the-counter nicotine replacement products (e.g., gum, patch, lozenge)?			
provide any type of benefit	for being a non-smoke	onsored insurance company, doeser or quitting smoking?  for annual influenza vaccinations	
, 5			

21. Who is your benefits pro	ovider?		
Corporate Wellness As	ssessment		
Policy			
22. Does your organization	have written policies	in place for supporting	
	Yes	No	l Don't Know
Physical activity in the workplace			$\circ$
Access to healthy foods in the workplace			$\bigcirc$
Making healthy food options available during meetings or anytime food is being served			
Smoke-free workplace			
Tobacco-free workplace			
Time and accommodations for managing mental health and stress	0		
Time and accommodations for managing chronic disease			
An environment free from sexual harrassment			
Breastfeeding women			
Emergency procedures			

in cases of bad weather or active shooter

23. Does your organization activities?	have a policy pro	oviding any type of inc	entive for engaging in	n any physical
24. Does your organization employees to engage in ph		oviding for flexible wo	k arrangements or br	reak times for
<ul><li>25. Does your organization</li><li>26. Does your organization</li></ul>				
27. Does your organization	require mandato	ry stretching or stretch	n breaks?	
28. If your organization has	s a cafeteria, sells	food, or has vending	machines:	
	Yes	No	I Don't Know	Not Applicable
Have Foods been priced to encourage healthy selections?		0	0	
Provide labels to identify healthy food choices?	0			
Subsidize healthy food and beverages to lower the price		0		

29. Does your organization have a written policy that provides accommodations for people with diabetes that include:			
	Yes	No	I don't know
Breaks to check blood sugar levels, eat a snack, or go to the bathroom			
Ability to keep diabetes supplies and food nearby			
Opportunity to work a modified schedule or to work a standard shift as opposed to a swing shift	0		
Corporate Wellness Ass	essment		
Environment			

33. Please indicate what if	tems your organiza	ation provides for emp	oloyee usage.	
Maintained Walking Trails				
Bicycle Racks				
Bicycles and Helmets				
Basketball Court				
Outdoor Open Space Desi	gned for Recreation or	Exercise		
Shower/Changing Facility				
Indoor Exercise/Fitness Fa	acility On-Site			
Other (please specify)				
24 Daga yayı arganization	a provido:			
34. Does you organization	Yes	No	I don't know	N/A
Food preparation and	165	NO	T don't know	IN/A
storage facilities such as microwave oven, sink,				
refrigerator, and/or kitchen				
Vending machines with				
healthy food selections	$\cup$			
Offer or promote a farmer's market or crop				
sharing program				
Filtered drinking water at no cost to employees				
Childcare facilities on- site for the use of				
working parents				
Breastfeeding room other than the women's				
restroom				
Employees-only lounge (non-cafeteria) for				
employees to relax				
Access to blood pressure monitors and			$\bigcirc$	
AEDs	-	-	_	_
Signage to promote a smoke-free/tobacco-free				
workplace				

### 35. Consider the available resources to employees

	Yes	No	N/A	
Are the stairs well lit, attractive, and easily accessessable?				
Is your organization's fitness center attractive and have useful equipment that is in good working order?				
Are your organization's outdoor resources well maintained including sidewalks, walking trails. etc?				
Does your organization's facility(s) have sidewalks around the facility that lead to other local businesses that make walking an acceptable mode of transportation?				
36. Please describe any other environmental features that promote health and wellness in your organization that are not mentioned above.				
Corporate Wellness Assessment				
Wellness Committee/Sta	offing			

37. Does your organization have at least one individual responsible for wellness?

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## **Corporate Wellness Assessment**

### Wellness Committee/Staffing

38. Approximately how many yo department?	ears has your organization had a c	orporate wellness committee or
39. Describe your organization'	s employee wellness staffing.	
	Yes or No?	How many people are involved?
Volunteers in your organization make up a wellness committee	•	•
You have a department in the organization or an individual that is paid to organize wellness initatives	<b>₽</b>	•
Your organization contracts/hires a third party vendor to manage wellness initatives	\$	•
Other (please specify)		
40. Does the individual(s) response	onsible for wellness have these job	duties included in the job description?
•		
41. Does your wellness commit	tee or department develop a yearly	y plan with objectives?

42. Is there a budget for corporate wellness?
<b>\$</b>
43. If your organization utilizes a wellness committee, is there representation from all departments and levels of management on the wellness committee?
•
44. Please provide any other information that describes your wellness committee.
Corporate Wellness Assessment
Organizational Leadership
45. Is employee health and wellness mentioned in your organization's vision or mission statement or addressed in the strategic plan?
Yes
○ No
I Don't Know
46. Does your organization feature at least annual messages from the CEO or executive leadership supporting health and wellness (personal address, memo, newsletter article)?
Yes
○ No

	n 1 to 5 with 5 being the r s efforts in the organizati			•
model healthy beh				
1	2	3	4	5
initiatives/activities	n's leaders informed of th?	ne successes and cha	llenges of the health a	nd wellness
Yes				
No				
I Don't Know				
Not Applicable				
	e how executive leadersh	nip fosters a healthy cu	ulture.	
Corporate Welli	ness Assessment			
Wellness Progra	mming			

newsletters) addressing the	penetits of		
	Yes	No	I Don't Know
Physical Activity			
Nutrition			
Tobacco Cessation			
Good Mental Health			
Chronic Disease Management			
51. Does your organization	sponsor or promote g	uest speakers or lecturers on.	 I Don't Know
Physical Activity			
Nutrition		0	$\circ$
Tobacco Cessation			
Good Mental Health			
Good Merital Health			
Chronic Disease Management	0		
Chronic Disease Management  52. Does your organization	on (can be deliver	ace to provide free or subsidize ed through vendors, onsite star	
Chronic Disease Management  52. Does your organization programs that include tools	on (can be deliver practitioners)?	ed through vendors, onsite sta	ff, online, health plan,
Chronic Disease Management  52. Does your organization programs that include tools community groups, or other  Diabetes Self-	on (can be deliver practitioners)?	ed through vendors, onsite sta	ff, online, health plan,
Chronic Disease Management  52. Does your organization programs that include tools community groups, or other  Diabetes Self- Management	on (can be deliver practitioners)?	ed through vendors, onsite sta	ff, online, health plan,
Chronic Disease Management  52. Does your organization programs that include tools community groups, or other  Diabetes Self- Management Diabetes Prevention  Chronic Disease	on (can be deliver practitioners)?	ed through vendors, onsite sta	ff, online, health plan,
Chronic Disease Management  52. Does your organization programs that include tools community groups, or other  Diabetes Self- Management Diabetes Prevention  Chronic Disease management  Mental Health & Stress	on (can be deliver practitioners)?	ed through vendors, onsite sta	ff, online, health plan,
Chronic Disease Management  52. Does your organization programs that include tools community groups, or other  Diabetes Self- Management  Diabetes Prevention  Chronic Disease management  Mental Health & Stress Management	on (can be deliver practitioners)?	ed through vendors, onsite sta	ff, online, health plan,
Chronic Disease Management  52. Does your organization programs that include tools community groups, or other  Diabetes Self- Management  Diabetes Prevention  Chronic Disease management  Mental Health & Stress Management  Weight Loss	on (can be deliver practitioners)?	ed through vendors, onsite sta	ff, online, health plan,

50. Does your organization provide employees information (e.g., brochures, videos, posters, pamphlets,

53. Does your organization have corporate agreements with a health club or gym to offer your employees discounted or subsidized memberships?
Yes
○ No
I Don't Know
54. If your worksites has stairways, does it have a program in place to promote stair usage in the last 12 months?  Yes  No  I Don't Know
Not Applicable
55. Does your organization promote parking farther away to encourage more physical activity?  Yes  No  I Don't Know  Not Applicable  56. Does your organization incentivize employees for active commuting (walking/running or biking) to work?
•
57. Does your organization promote walking at work during breaks to encourage more physical activity?
Yes
○ No
I Don't Know
Not Applicable
58. Does anyone in your organization know how to adapt physical activities for employees with mobility disabilities?
Yes
○ No
I Don't Know

59. What community phy	ysical activity events does yo	our organization participate?	
ADA Tour De Cure			
ADA Step Out Walk			
Other (please specify)			
60. Does your organization nutritious food?	ion have a program in place	to facilitate the purchasing of	of fresh produce or other
Yes			
○ No			
I Don't Know			
	ion promote or sponsor heal provided to employees for.  Screening		ents where screening or
educational services are  Cancers recommended for routine screening such as breast, cervical,	provided to employees for.		
educational services are  Cancers recommended for routine screening such as breast, cervical, prostate, or colorectal  Chronic conditions such as diabetes, high blood pressure, or lipid	provided to employees for.		
Cancers recommended for routine screening such as breast, cervical, prostate, or colorectal  Chronic conditions such as diabetes, high blood pressure, or lipid (cholesterol) disorders  Mental health issues such as alcohol misuse, anxiety disorders, and	provided to employees for.		
Cancers recommended for routine screening such as breast, cervical, prostate, or colorectal  Chronic conditions such as diabetes, high blood pressure, or lipid (cholesterol) disorders  Mental health issues such as alcohol misuse, anxiety disorders, and depression	provided to employees for.		

62. Does your organization have a program to support access to tobacco treatment (e.g., r	nicotine
replacement therapy) for those who wish to quit by:	

	Yes	No	I Don't Know
Providing free or subsidized smoking cessation counseling (can be delivered on or off site through vendors, on-site staff, health insurance plans, or other practitioners in a group or individual setting)?			
Referring smokers to a state (e.g., 1-800-QUIT NOW) quit line?			
Referring smokers to other tobacco cessation telephone quit line?			
63. Does your organization pr  Yes	ovide an employe	e assistance program (EAP)?	
○ No			
I Don't Know			
64. Is a communication plan d	leveloped for heal	th and wellness initiatives/activiti	ies?
Yes			
No			
I Don't Know			
Not Applicable			

68. Has your organization affected by stress related it	•	agers with training to recogr ast 12 months?	nize and support e	employees who are
Yes				
○ No				
I Don't Know				
69. In the past 12 months, (e.g., company picnic, holi	-	nization sponsored or orgar	nized a social eve	nt for employees
Yes	,  ,	, o o o o o o o o o o o o o o o o o o o		
○ No				
I Don't Know				
70. During the past 12 mortraining course on:		organization offer employee		
Automoto d Fotomol	Yes	Some Employees	No	I Don't Know
Automated External Defibrillator (AED) usage?			0	
Cardiopulmonary Resuscitation (CPR)				
71. Does your organization drills)?	n have and pra	actice emergency response	procedures (e.g.,	fire and tornado
Yes				
No				
I Don't Know				
72. Has your organization there is an active shooter	•	e shooter training for emplo	yees or have proc	cedures in place if
Yes				
No				
I Don't Know				

Corporate Wellness Assessment
Wellness Initiatives
73. Has your organization established goals for health and wellness initiatives/activities?  Yes  No  I Don't Know
Corporate Wellness Assessment
Wellness Data
74. In the last 12 months, has your organization provided a health risk appraisal assessment, including bio-
metric screening, to employees?
Yes
No I Don't Know

75. What data is used or made available when deciding what wellness initiatives to implement?
No Data is Made Available for These Decisions
Employee Medical Costs
Absenteeism
Bio-metric data
Insurance Costs
Employee Satisfaction Surveys
Other (please specify)
76. What evaluation is done on wellness initiatives/activities that are implemented?
Track Participation Rates
Compare Outcomes to Goals/Objectives
Survey the Participants
Track Clinical Outcomes
No Evaluation is Done
Other (please specify)
77. Have employees been asked to provide feedback on any offered wellness initiatives (e.g., satisfaction surveys, records from a suggestion box?
Yes
○ No
I Don't Know
78. Does your organization or healthcare plan offer employees incentives to participate in health screenings or assessments?
Yes
○ No
I Don't Know

79. Does your organization use a range of incentives to support wellness initiatives to include recognition, merchandise, monetary rewards, time off, etc.?
Yes
○ No
I Don't Know
80. Describe how your organization encourages employees to participate in health and wellness initiatives/activities.
81. Does your wellness program measure the return on investment (ROI) for health and wellness efforts?
Yes
○ No
I Don't Know
82. If return on investment (ROI) is measured, please describe how it is measured.

**Corporate Wellness Assessment** 

Organizational Motivation for Health and Wellness

83. Please describe how important each item is in motivating your organization to create or improve health and wellness strategies.

	Very Important	Somewhat Important	Neither Important nor Unimportant	Somewhat Unimporant	Not Important at All
Decrease insurance costs					
Decrease in absenteeism					
Decrease in presenteeism					
Improved health and wellness of employees		$\bigcirc$			
Way to recruit new employees					
Health and Wellness is represented in organizational values					
Other (please specify)					

# 84. What areas would your organization like to have more information on or focus on in the next 12 months?

	High Priority	Priority	Neutral	Low Priority	Not a Priority
Diabetes - Programs					
Diabetes Prevention - Programs					
Chronic Disease - Programs					
Physical Activity - Environment					
Physical Activity - Policy					
Physical Activity - Programs					
Nutrition - Environment					
Nutrition - Policy					
Nutrition - Programs					
Stress Management - Programs					
Wellness Committee Development		0			
Wellness Data Evaluation/ROI					
Organization Health Improvement Plan		0			
Organization Health Budget					