

The Health Trust Organizational Wellness Policy

The Organizational Wellness Policy provides the foundation for The Health Trust (THT) to develop voluntary activities and modify work environments and policies to support the health and well-being of its employees, clients, constituents, partners, grantees and volunteers. In addition to the benefits for employees, positive benefits are likely to extend to families of employees, resulting in better health for families and their extended community. The Health Trust values the health of its employees and encourages all staff to take advantage of the organizational wellness opportunities provided. Additionally, as an organization working to advance the wellness of residents in Silicon Valley, promoting internal organizational wellness models the behaviors we are promoting in the community and supports our employees by increasing the opportunity to make healthy choices within the context of the workplace.

The Health Trust internal Organizational Wellness program addresses the primary components of a healthy lifestyle including healthy eating, physical activity, tobacco cessation, stress management and alcohol control.

Policy generally describes laws, regulations, formal and informal rules, as well as standards of practice.

Environment describes physical and social settings that provide new or enhanced supports for healthy behaviors

Executive Champions: The CEO and other officers will be personal role models for health and wellness, allocate resources to support wellness policy and environmental changes within THT, and influence other organizations to develop organizational wellness policies and programs.

Wellness Leader: THT will designate a Wellness Leader at the management level who has direct access to the agency executives. In collaboration with executives, management, and employees, this individual is responsible for creating an Organizational Wellness infrastructure utilizing research-based, best practice models; overseeing the development and implementation of employee wellness policies and committees; and providing ongoing assessment/monitoring of the effectiveness of Organizational Wellness Programs in conjunction with the Wellness Committee and other THT staff.

Wellness Committee: THT will establish a wellness committee infrastructure. A wellness committee is a team of employees that meet formally and have identified goals, objectives and activities to encourage healthy behaviors at the workplace, advocate for policy change, and create health-friendly work environments. The wellness committee should be comprised of employees who represent a cross section of the employee population.

Committee Chairs and Members Responsibilities: Committee should elect a wellness chair or co-chairs to conduct meetings and lead activities. Committee members may need as much as four hours a month and the wellness chair(s) as much as six hours a month to plan and implement the agency's strategic wellness plan with professional staff support. As appropriate, these activities should be included in an employee's individual work plan.

Food Policy

The Health Trust promotes healthy eating among its employees by establishing a food policy that supports healthy food options in the workplace. There are many healthy options for tasty foods and beverages. When food and beverages are provided for events, food that is lower in fat, sugar, salt and calories and higher in nutritional value and fiber will be offered.

When providing refreshments or serving meals at The Health Trust, fruits and/or vegetables are offered with preference for whole foods (natural and least processed) that are organic, locally and sustainably produced. Smaller portion sizes as well as vegetarian options should always be provided.

Milk/dairy products should be low fat or fat free. Food from grains should be made from whole grains, including breads and pastas. Food should be prepared without hydrogenated oils and without high fructose corn syrup.

Water is offered at all meetings. Other optional beverage choices include 100% fruit or vegetable juices, nonfat or 1% milk, coffee - regular and decaffeinated, tea - regular and herb teas.

Environmental accommodations for food preparation and storage, as well as, sinks, refrigerators, and microwave ovens are provided to encourage and support employees to bring healthy lunches and snacks to work.

Employees bringing food to share with other employees in common spaces, as well as, food items offered by outside vendors, including gifts from service suppliers, clients, or other constituents shall adhere to these policies. In addition, THT will generally follow the recommendations/guidelines contained in the University of Minnesota School of Public Health – [*Guidelines for Offering Healthy Foods at Meetings, Seminars and Catered Events*](#). Examples of healthy food choices from this guide are attached.

Potlucks and celebrations are an important way for Health Trust employees to connect, socialize, and recognize one another. These gatherings provide another opportunity for promoting healthy eating, and thus are included in the food policy. When planning workplace potlucks, planners develop guidelines for selecting foods to share at a workplace potluck. Alternatives to cake and other high-sugar, high-fat desserts are included in the attached examples of healthy food choices.

Alcoholic beverages shall not be served on The Health Trust premises for work or employee functions.

When providing snacks or meals to our clients or community partners, or accepting donated food for clients, employees shall follow the food policies described herein.

Physical Activity Policy

Physical activity is encouraged in the workplace. Activity breaks will be included in all meetings lasting 120 minutes or longer, and opportunities will be provided for walking, muscle strengthening or other moderate/vigorous level exercise during breaks, organized activities,

classes. Physical activity opportunities may include the use of fitness equipment and/or THT provided fitness rooms or facilities.

Walking, biking and use of public transportation to commute to work are encouraged along with stair usage within THT facilities. To the extent possible, THT permits work schedules that allow physical activity, such as flexible work schedules and longer lunch breaks.

Participation in Health Trust-sponsored physical activity classes is on the employees' time (unpaid time), but supervisors are encouraged to provide employees the flexibility to attend classes when feasible. Classes will be scheduled for the lunch hour or toward the end of the day to maximize participation. Interns, volunteers and AmeriCorps members may participate in physical activity classes on their own time.

All employees, interns, volunteers, and AmeriCorps members are required to have a signed **Employee Acknowledgement of Risk Informed Consent and Release of Liability for Participation in THT Fitness Programs Form** on file with the Human Resources Department before participation in wellness-related activities.

Any THT-sponsored league sport will require a minimum level of employee participation and will require cost-sharing by the employee participants.

Tobacco Policy

In order to provide the healthiest environment possible and to decrease the exposure to second-hand smoke, employees, building occupants and visitors are prohibited from smoking within the property boundaries of a building owned and occupied by THT and in buildings owned by THT but leased to a third party. THT will advocate for this restriction for buildings occupied by and leased to THT.

Opportunities to support smoking cessation will be provided to staff utilizing but not limited to, community resources and online smoking cessation education and behavior change modules. Additional official policies regarding smoking are described in the employee handbook.

The Health Trust Wellness Resources

THT provides comprehensive health benefits to its employees to ensure access to prevention and wellness services.

THT provides an Employee Assistance Program (EAP) to aid benefited employees and their family members experiencing stress in the workplace or in their personal/family lives, including but not limited to, mental health issues, and alcohol/substance abuse. Additional official policies regarding alcohol/drug use are described in the employee handbook.

THT provides wellness seminars throughout the year. All employees are encouraged to participate in these seminars with supervisor approval. Full-time employees may participate in the seminars as part of their work hours (paid for time in seminar). Part-time and per diem employees may participate in the seminars but on their own time (unpaid time).

THT provides access to online wellness tools, including EAP courses and online resources available through Kaiser Permanente. All employees are encouraged to take a Health Risk Assessment (HRA) on an annual basis. All HRA information will be HIPAA compliant and confidential with only aggregate reports generated to inform planning and evaluation of wellness activities.

All new THT employees receive special orientation regarding THT's wellness activities and these policies.

Policy Revisions and Adherence

Organizational Wellness Policies are reviewed and revised as needed by the Wellness Committee for endorsement by THT officers. At a minimum, the policy is reviewed annually in conjunction with development of the strategic and/or annual wellness plan.

All managing staff are expected to implement the policies put forth in this document and ensure that employees, interns, AmeriCorps members, and volunteers, adhere to the policies.

Examples of Healthy Food in the Workplace¹

Beverages

Tap or filtered water
Sparkling water
100% fruit or vegetable juices
Skim or 1% milk
Coffee, regular and decaffeinated
Tea, regular and herbal, hot or cold
Coffee/tea creamers of milk or half-and-half, if individual-size packages

Breakfast Meetings

Fresh fruit
Yogurt, non-fat or fat-free, with minimal grams of sugar
Whole grain bagels and cereals
Natural breakfast bars with less than 5 grams fat

Snacks

Fresh fruit, cut up and offered with low fat yogurt dip
Raw vegetables
Whole grain crackers or unsalted nuts

Catered Lunches and Dinners

Entrees with no more than 12 to 15 g fat
Always offer a vegetarian entrée
Include a protein source
Avoid fried foods or cream sauces
Include fresh fruit
Include at least one vegetable, fresh or cooked with no butter or cream sauces
Serve salads with dressing on the side
Include whole grain breads and skip the butter or margarine
Choose lower fat/lower calorie desserts, such as fresh fruit with yogurt dip or frozen yogurt (non-fat or fat-free, with minimal grams of sugar)

Receptions and Celebrations

Fresh fruit, cut up and offered with low-fat yogurt dip
Raw vegetables, cut up and offered with low-fat dressing, salsa, or tofu dip
Raw vegetable salads
Vegetable spring rolls, fresh—not fried
Vegetable sushi rolls
Cheese cut into ¾” squares or smaller
Whole grain crackers
Salmon, poached or steamed
Lean beef or turkey, 1 oz slices

¹ University of Minnesota School of Public Health – [Guidelines for Offering Healthy Foods at Meetings, Seminars and Catered Events](#)