



# Employee Wellness Program Proposal

March 27<sup>th</sup>, 2012



# Kubra

## Employee Wellness Program Proposal

**Objective:**

To initiate an employee wellness pilot program for the **Kubra**.

Integrating wellness into the corporate culture will improve morale, energy, and overall stress management.

Employee Wellness Solution Network’s approach of addressing individual needs through proper assessment and program implementation leads to behavioural and lifestyle change.

Over time, the program may also help reduce absenteeism, drug and health costs, and assist in the retention and attraction of top employees.

**Proposed Start Date:** September 1<sup>st</sup>, 2012

**Cost:**

(check or initial preferred program)

- \$2,572.50 per month** plus applicable taxes (\$17.15/employee/month)  
[details on page 4]
- \$1,830.00 per month** plus applicable taxes (\$12.20/employee/month)  
[details on page 4]
- \$1,462.50 per month** plus applicable taxes (\$9.75/employee/month)  
[details on page 4]

---

Customer Acceptance: I approve the proposal. Please formalize a contract in accordance to the order. Mailing address, payment plan, and other order instructions will be in the contract to follow.

Print Name & Position \_\_\_\_\_

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\* Upon acceptance, a formal contract will be presented.  
**Fax this page of the proposal to 1.866.655.6675**

## Program Offerings

INITIATIVES	INCLUDED
1. On-site and/or Virtual Program Launch	X
2. Annual, Semi-annual, and Quarterly Reports	X
3. One-on-One Personal Wellness Consultations (in person, phone, skype)	X
4. Awareness Material	X
5. Packaged 4-8 week Awareness Programs *	X
6. Team and Culture Building Programs *	X
7. Group Exercise Classes *	X
8. Lunch n' Learns and Workshops *	X
9. Virtual Programs	X
10. Online Wellness Resource Centre	X
11. EWS Network Monthly Newsletter and Monthly Challenge	X
12. Annual Personal Wellness Profile	X
13. Corporate Wellness Assessment Report [provided to management]	X

\* May vary depending on location, program design and size.

### **Comprehensive Wellness Programs vs. Employee Assistance Programs**

Wellness Programs	EAP
<ul style="list-style-type: none"> <li>• Pro-Active</li> </ul>	<ul style="list-style-type: none"> <li>• Re-Active</li> </ul>
<ul style="list-style-type: none"> <li>• Risk factors are currently a-symptomatic</li> </ul>	<ul style="list-style-type: none"> <li>• High and immediate need</li> </ul>
<ul style="list-style-type: none"> <li>• Employee is currently present</li> </ul>	<ul style="list-style-type: none"> <li>• Employee is presenting with acute symptoms</li> </ul>
<ul style="list-style-type: none"> <li>• Productivity may or may not be effected by risk factors</li> </ul>	<ul style="list-style-type: none"> <li>• May or may not involve STD or LTD</li> </ul>
<ul style="list-style-type: none"> <li>• All who engage will benefit</li> </ul>	<ul style="list-style-type: none"> <li>• Required intervention is easily identified</li> </ul>
<ul style="list-style-type: none"> <li>• Reaching those who want it and those who need it</li> </ul>	<ul style="list-style-type: none"> <li>• Employee seeks assistance</li> </ul>
<ul style="list-style-type: none"> <li>• Higher use = higher savings</li> </ul>	<ul style="list-style-type: none"> <li>• Higher use = higher cost</li> </ul>

## **Program Cost**

(Plus applicable taxes)

### **Comprehensive Wellness Program**

Cost - \$2,572.50 per month plus applicable taxes.

- Includes:
  - Initiative on page 3 plus analysis, planning, scheduling, implementation and evaluation of an EWSNetwork wellness program.
  - Approximately 7 hours of one-on-one wellness consultations every week.

### **Comprehensive Wellness Program**

Cost - \$1,830.00 per month plus applicable taxes.

- Includes:
  - Initiative on page 3 plus analysis, planning, scheduling, implementation and evaluation of an EWSNetwork wellness program.
  - Approximately 4 hours of one-on-one wellness consultations every week.

### **Comprehensive Wellness Program**

Cost - \$1,462.50 per month plus applicable taxes.

- Includes:
  - Initiative on page 3 plus analysis, planning, scheduling, implementation and evaluation of an EWSNetwork wellness program.
  - Approximately 3 hours of one-on-one wellness consultations every week.

>>> Other options are available with further discussion.

Note: All additional professional costs including speakers, consultants, instructors, insurance and administration are covered in the above pricing.

## **EWSNetwork Comprehensive Employee Wellness Program**

Employee Wellness Solutions Network works diligently to provide unique program designs that target the needs and interests of any organization. Our focus is taking programming, information and initiatives directly to the employees, thereby maximizing participation. This unique approach ensures that your wellness program is reaching not only the people who are already interested in health, but also the people who need a wellness program the most.

Employee Wellness Solutions Network designs its wellness programs on four very important and necessary components for a successful wellness program. Combining all four of these components draws the largest employee engagement. Our approach addresses individual needs, establishes a healthy group culture, and enhances awareness across the workforce. Even for those with smaller satellite locations, our virtual programming ensures that there is truly something for everybody.

Employee Wellness Solutions Network is your expert for overall wellness strategies in the workplace. We work with your current benefits and offerings to maximize return.

### **Wellness Program Design:**

In preparing this wellness program proposal and sample design, EWSNetwork has been provided with the organizations demographics, number of staff, and number of locations/sites. Our initial design is based on this information and around the Optimal Comprehensive Wellness Program option.

## One-on-One Consultation Schedule

Individual one-on-one attention is a vital component to the success of a health and wellness program. The style of wellness consulting will include in person at some locations and phone and/or skype at others. This will allow the offering of consultations to everyone in the company and will also allow schedules to be adapted.

Below is a tentative monthly schedule of on-site wellness consultations based on location. A consistent on-site schedule at each of these locations will be designed. A confidential meeting room to hold the confidential consultations will be needed.

Location	#s	Average Hours / Week	Day / Hours / Week
Mississauga	150	7	1x 4hr shift and 1x3hr shift
<b>Totals</b>	<b>150</b>	<b>7</b>	

\*\*\* If one of the above locations does not have the space for the consultations, it may be discussed to conduct phone/Skype consultations instead.

### Phone and Skype Consultations:

There will be a flexible number of Phone and Skype consultation hours depending on the need. They are useful for employees who are on the road or not available during the normal consultation schedule or employees who find it difficult to make scheduled times. Wellness consultants will follow a fixed schedule. Some evening and morning times will be offered to accommodate various schedules.

Un-booked times will be allocated for "Consultant Check-ins". Combining "Consultant Check-ins" and EWSNetwork "walk-arounds/display stations" are very effective initiatives to keep participants on-task to modifying health behaviours.

Our customized on-line scheduling portal will make it easy for employees to book their appointment – be it in person, over the phone or skype.

### Wellness Committee:

A wellness committee will be created and should be composed of 6-8 staff members. This group should consist of different ages, gender, and departments. There will be a wellness committee meeting every month to start [every other month to follow]. This group helps steer the program based on feedback and opinions. They are also valuable in answering questions and promoting the program around the sites.

# Employee Wellness Solutions Network Systems

## Launching the Program

The launch of a wellness program is recommended to introduce the wellness program offerings to staff, to engage interest from the beginning, and to launch an initial wellness campaign.

Each organization is different and its launch is customized to fit the demographic, number of locations/satellite offices, on and off-site employees and other variables that make workplaces unique.

EWSNetwork works with you in strategizing the most effective launch possible.

### **Launch Specifics:**

- A date[s] is chosen [depending on organization size and make-up].
- The launch is marketed with posters, emails, flyers, paystub drops, announcements, memos, intranet and any other mode that is applicable.
- An EWSNetwork representative presents the various components of the wellness program and introduces the certified wellness consultants who will be working with your organization.
- Employees have an opportunity to schedule their first one-on-one consultation at the launch.
- Employees have an opportunity to sign up for the wellness committee.
- The Health Risk Assessment [Personal Wellness Profile] is launched.
- The wellness consultations begin shortly after the launch.

### **Data Collection for Optimal Program Design:**

Over the course of the first 30-45 days of a program Employee Wellness Solutions Network is diligent in gathering as much information as possible to design and implement targeted group and awareness programs. *A sample Year-At-A-Glance can be seen on pages 12-13.*

In this initial period we gather the following information to ensure the wellness program is designed to meet the needs, interests and challenges within your organization.

1. Client Data Collection – An EWSNetwork representative gathers client-specific information once the wellness program has been approved. Data includes organization make-up, contact person[s] at the organization, launch specifics, baseline measurements for absenteeism, health claims costs, and other procedures, offerings, and logistics.
2. Corporate Trend Report – Following the HRA campaign, a corporate trend report is analyzed and health risks are profiled for the organization. Management receives a detailed report and top health action opportunities are shared with the wellness committee for strategic design of the program.
3. Individual Feedback – A short interest survey may be circulated to gather staff interests.
4. Wellness Consultations – Common trends are recognized by the wellness consultants.
5. Wellness Committee – A meeting is scheduled shortly after the launch to acquire clearer understanding of scheduling, departments, shifts, levels of the organization, etc. This knowledge will help with planning and marketing of future programs.
6. Objectives Surveys - Both the wellness committee and management will be asked to complete a Wellness Program Objectives Survey to ensure the program design and execution is in line with expectations.

## Reporting

Annual Health Risk Assessment – The annual health risk assessment [Personal Wellness Profile] corporate report provides a look at common health risk trends. To see a sample of a corporate report, please go to [Sample Report](http://resources.ewsnetwork.com/SAMPLE_PWP/fliviewerexpress.html) [[http://resources.ewsnetwork.com/SAMPLE\\_PWP/fliviewerexpress.html](http://resources.ewsnetwork.com/SAMPLE_PWP/fliviewerexpress.html)].

Semi-Annual Progression Report – Progression reports are presented every 6 months outlining initiatives, participation rates, and current and future program design strategies.

Snap-Shot Report – Snap-shot reports are provided every quarter. Various measurements and updates are included.

## Marketing

Marketing and awareness on upcoming programs is crucial for success. EWSNetwork uses all available resources within your organization to maximize programming efforts. Common practices include:

1. Wellness committee and site representatives – The committee is made up from a cross-section of the organization. All/any departments, levels of management, front-line staff are encouraged to participate. Participants are encouraged to be ambassadors of the wellness program. Some major roles include helping with marketing efforts, helping with implementation of various initiatives and gathering feedback from peers.
2. Flyers, posters, email campaigns – These and other modalities specific to the organization help promote upcoming programs at the various locations and departments. Ensuring that each initiative has ample marketing is key to a successful program.
3. Ongoing presence – EWSNetwork representation at various staff meetings, management events, and departmental meetings has been shown to help with promotion of the wellness program.
4. Wellness consultants - The wellness consultants help with overall promotion of the program via group events, wellness walk-arounds [where applicable], health promotions, and other opportunities.
5. Awareness programs – With the customization of the EWSNetwork wellness program, various awareness campaigns are implemented. These, in of themselves, work to market the wellness program. Examples include kiosks, e-campaigns, wellness walk-arounds [where applicable], promotions, etc.



# Privacy

EWSNetwork takes privacy seriously. We take every measure to ensure privacy and confidence of participants. Below are some of the ways.

1. EWSNetwork Email System - At the launch, we will share various email addresses that are directed to members of our team. A company-specific address will also be customized and would ensure all feedback, comments and suggestions are shared with us, directly. An example of a secure address might be [kubra@ewsnetwork.com](mailto:kubra@ewsnetwork.com) for participants' use.
2. Health Risk Assessment – The HRA identifies the client's privacy. The information is secured. Below is a section of the HRA waiver that identifies such privacy and confidentiality.
  - *Use of Personal Information. Upon your consent to this end user notice, your answers to the questionnaire may be disclosed to Employee Wellness Solutions Network Inc., the licensee of the Wellsource® system. However, your company or organization will not have access to your personal information unless you provide a separate consent in writing authorizing your personal information to be released. Wellsource has taken steps to contractually require its system licensees to fully comply with laws and regulations on the use of personal information; however, Wellsource does not ultimately control the privacy and security practices of licensees. If you consent to be bound by this end user notice, information about you may be shared with Employee Wellness Solutions Network Inc. in two forms: (1) aggregate data (your data combined with those of other participants which does not personally identify you), and (2) personally identifiable data (data specific to and identifiable to you). However, only aggregate data (your data combined with those of other participants which does not personally identify you), will be shared with your employer.*  
*Protecting the confidentiality of participants and their data is of the utmost concern to Wellsource, which takes extensive measures to ensure their staff adheres to all applicable privacy laws. Unless specifically requested by the licensee of the Wellsource® system, Wellsource staff does not access the personal health information you submit through this online system.*  
*You may request that your program administrator delete your Personal Wellness Profile at any time and any data that is personally identifiable to you will be completely deleted; however, we cannot guarantee that your information in aggregate (group) form will be completely removed from the Wellsource® system.*
3. EWSNetwork Privacy Policy - Employee Wellness Solutions Network recognizes that its clients value the privacy of their personal information. Our commitment to protecting the privacy and confidentiality of your personal information is addressed in our privacy policy. Our policy complies with the requirements of the Personal Information Protection and Electronic Documents Act. [See EWSNetwork Privacy Policy on page 10-11]



## **Employee Wellness Solutions Network™ Privacy Policy**

### **Our Policy Respecting Your Privacy and the Protection of Personal Information**

#### ***Purpose***

Employee Wellness Solutions Network recognizes that its clients value the privacy of their personal information. Our commitment to protecting the privacy and confidentiality of your personal information is addressed in this privacy policy. Our policy complies with the requirements of the Personal Information Protection and Electronic Documents Act.

#### ***Accountability***

All personal information held or collected by Employee Wellness Solutions Network is protected under the Privacy Act. This means that at any point of collection you will be asked for consent to collect your information, and you will be informed of the purpose for which it is being collected. You will also be advised how you can exercise your right of access to that information.

Employee Wellness Solutions Network has appointed a Privacy Officer to ensure our staff's compliance with this Privacy Policy.

#### ***Personal Information***

Employee Wellness Solutions Network is committed to helping each wellness program member achieve his or her personal wellness goals safely and effectively. Employee Wellness Solutions Network collects personal information from each member during the registration process to ensure member safety.

Personal information about our wellness program members is collected during the in-person consultations, online assessments, fitness assessment data collection form, PAR-Q (Physical Activity Readiness Questionnaire), medical release form, and the Personal Wellness Profile [PWP]. Members provide this information voluntarily as a condition of participating in the wellness program. All such information is confidential and Employee Wellness Solutions Network licensees, consultants and staff are instructed that this information will not be divulged to anyone. Personal information collected during in-person consultations, online assessments, fitness assessment data collection form, medical release form, and PAR-Q are accessible only by the wellness consultants.

Individual's personal information, consultation notes, PAR-Q's and other forms are stored in the members' files in a locked filing cabinet. This cabinet is locked at all times, except when opened by the wellness consultant. The cabinet is re-locked after each access.

Employee Wellness Solutions Network also collects personal information including name, email address, work and home phone numbers to identify you as an individual and to ensure efficient follow-up in the case of an emergency. This information is stored in a locked filing cabinet in each client's personal file.

We will not use or disclose your personal information for any purposes other than those for which it was collected, except with your consent or as required.

### ***Consent***

Your knowledge and consent is required for the collection and use of your personal information. When you become a wellness program member you consent to the use of your personal information for the purposes listed above. You may at any time refuse or withdraw your consent, however, you may not be able to participate in the wellness program.

Employee Wellness Solutions Network may also collect information regarding the frequency of your visits to consultations and participation in other programs to assist in justifying the value of the program. Employee Wellness Solutions Network may also use this information to follow-up on clients who have stopped using the program to find out why and provide support as requested.

### ***Accuracy***

Employee Wellness Solutions Network will take steps to help ensure that your personal information remains as accurate, complete and up-to-date as is reasonably necessary for the intended purposes. Annually Employee Wellness Solutions Network will request that each wellness program client completes a PAR-Q form and Personal Wellness Profile [PWP].

### ***Safeguards***

Each of our licensees, consultants and staff is responsible for storing your personal information to which they have access in a secure place. We keep our licensees, consultants and staff informed about our policies and procedures for protecting personal information.

### ***Changes to Our Privacy Policy***

From time to time, it may be necessary for Employee Wellness Solutions Network to change this Policy. We will notify all our members by email to changes in our policy.

### ***Inquiries***

All inquiries or complaints regarding our privacy policy should be directed in writing by mail, fax or email to Employee Wellness Solutions Network's Privacy Officer. All inquiries will be responded to within thirty (30) days from the date at which our Privacy Officer has received the inquiry.

### **Privacy Officer:**

Garth Jansen  
502 Old Wonderland Rd. London, ON N6K 1L6  
p. 519.860.0502  
f. 1.866.655.6675  
e. [garth@EWSNetwork.com](mailto:garth@EWSNetwork.com)

## Sample “Year-in-a-Glance”

January – June 2012

Initiative	January	February	March	April	May	June
<b>Consultations</b>	One-on-One Consultations/Phone/Skype Schedule (ongoing)					
<b>Individual</b>	Online Profile and Wellness Tracking					
<b>Kiosk Posters</b>		Blood Pressure Kiosk		Diabetes Kiosk		
<b>Webinar</b>		Healthy Home (evening)		Healthy Home (evening)		Healthy Home (evening)
<b>Lunch n' Learns</b>		Healthy Hearts	Nutrition and Energy		Healthy Weights Workshop (4weeks)	
<b>Posters</b>	BP and Cholesterol		Healthy Snacking and Energy		Exercise and Movement	
<b>Newsletter</b>	Ongoing Monthly Newsletters					
<b>Wellness Challenge</b>		Eat to Lower Chol. and BP	Eat More Fruits & Vegetables		Eat Breakfast Daily	
<b>Walk Around or Station Awareness</b>		Rooibos Tea	Serving Size /Portion Control		Lemon in Water	
<b>Challenges</b>	Healthy Employee and Office of the Quarter Award					
			Nutrition Challenge			
<b>Group Exercise Classes</b>		Yoga Sampler				
<b>Email or Paystub Campaign</b>		Healthy Hearts (every other week)		Healthy Recipe (every other week)		Walking Works (every other week)
<b>Corporate Reporting</b>				Snapshot Report		Progression Report

**July – December 2012**

<b>Initiative</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
<b>Consultations</b>	One-on-One Consultations/Phone/Skype Schedule (ongoing)					
<b>Individual</b>	Online Profile and Wellness Tracking					Personal Wellness Profile
<b>Kiosk Posters</b>				Beat the Bug		
<b>Webinar</b>		Healthy Home (evening)		Healthy Home (evening)		Healthy Home (evening)
<b>Lunch n' Learns</b>			It's in You to MOVE		Maintain Don't Gain	
<b>Posters</b>	Small Steps to Fit		Walking Works		Maintain Don't Gain	
<b>Newsletter</b>	Ongoing Monthly Newsletters					
<b>Wellness Challenge</b>	Exercise 30-60 Minutes Daily		Walk 6000-10000 Steps Daily		Stay Fit During the Holidays	
<b>Walk Around or Station Awareness</b>	Dark Chocolate		Almond Serving			
<b>Challenges</b>	Healthy Employee and Office of the Quarter Award (ongoing)					
			Track Your Distance Challenge			
<b>Group Exercise Classes</b>			Walking Group and Routes			
<b>Email or Paystub Campaign</b>				Tips to Beat the Bug (every other week)		Maintain Don't Gain (every other week)
<b>Corporate Reporting</b>			Snapshot Report		HRA Reporting	Annual HRA Report