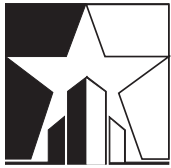


The Locally Affiliated Wellness Council APPLICATION

WELL WORKPLACE REVIEW



In 1991, the Wellness Councils of America developed the Well Workplace Awards initiative to advance its aggressive national worksite wellness agenda. Similar to the Malcolm Baldrige Award for Performance

Excellence, the Well Workplace Awards are driven by a rigorous set of criteria and are designed to recognize excellence in health promotion at the worksite. The Well Workplace Awards are presented on a continuum of four levels ranging from Bronze to Silver, Gold, and Platinum. The criteria for the Well Workplace Award recognizes those companies that have obtained strong senior-level support, created integrated wellness teams, collected strategic organizational health data, and are delivering tailored programs to meet their company's needs. On the pages of this report, your company's Well Workplace Awards application has been evaluated by the Local Council according to these standards.

Application criteria for each of these designations are based upon progressive development and implementation of an organization's wellness initiative within the context of the seven critical benchmarks, shown to produce results in organizations with 50+ employees and of all industry types.

Once you receive a Well Workplace Award, regardless of the level, it should challenge your organization to accomplish the best program possible for the next program year. The Award designation will be an evaluation of your programs effort and the results can be used to advance to a higher level. The level of the award is based on the total score for each of the Seven C's. It is possible that individual scores within each of the Seven C's will vary. For example, you may score at a Gold level in Concentration on Senior Level Support and a Bronze level in Choosing Appropriate Interventions and ultimately measure up as a solid Silver Well Workplace Award Winner.

REVIEW
CRITERIA
2005-2006

WELL WORKPLACE APPLICATION REVIEW

WELCOA's Well Workplace Awards initiative recognizes quality and excellence in worksite health promotion programming. Driven by a rigid set of criteria, organizations designated as Well Workplaces must meet the high standards set forth in the Well Workplace Awards Application. This document will assess your organization's Well Workplace Award application based on WELCOA's seven critical benchmarks shown to produce results in organizations of all sizes and industry types. These seven critical benchmarks are: concentrating on senior-level support, creating cohesive wellness teams, collecting data, crafting an operating plan, choosing appropriate interventions, creating a supportive environment, and consistently evaluating outcomes. Having established this, the following pages will outline how well your organization has met the requirements of the Well Workplace Award at the Local Council Level.

Please Note: For all categories, please check box if information is complete.

GENERAL INFORMATION:

- Applicant is a Member
 - Applicant's application pertains to organizations of 50+ employees
 - Applicant completed the Well Workplace On-line Checklist
 - Applicant attended a Well Workplace University:
- Location: _____
- Date: _____
- Applicant submitted application by Council deadline
 - Application documentation pertains to a programming cycle completed in a previous program year or 12-month period (see page 22 of application for details)
 - Applicant submitted 3 copies of their application — two for WELCOA and the other for your Council office.
 - Applicant completed all Organizational Background information list on page 6 and 7 of the application

CAPTURING CEO SUPPORT DELIVERABLES

For the purpose of the Well Workplace Awards initiative, CEO commitment is measured by the following criteria:

- Applicant completed sign-off from the CEO
- Applicant included a bio of the CEO
- Applicant included a Wellness Vision Statement from the CEO
- Applicant completed all questions on page 9 of the application
- All appropriate information has been placed in *Appendix A*

CREATING COHESIVE WELLNESS TEAMS DELIVERABLES

For the purposes of the Well Workplace Awards initiative, cohesive wellness teams are measured by the following criteria:

- Applicant has included a bio of the Wellness Team Leader
- Applicant has included a listing of all Wellness Team Members
- Applicant has included a Team Meeting agenda
- Applicant has included minutes from a Team Meeting
- Applicant has completed all questions on page 11 of the application
- All appropriate information has been placed in *Appendix B*

COLLECTING DATA TO DRIVE HEALTH EFFORTS DELIVERABLES

For the purposes of the Well Workplace Awards initiative, data collection is measured by the following criteria:

- Applicant included a summary of the company's Health Risk Appraisal results
- Applicant included a summary of the company's Cultural Audit results
- Applicant included a summary of the company's Employee Interest Survey Results
- Applicant completed all questions on page 13 of the application
- All appropriate information has been placed in *Appendix C*



CRAFTING AN OPERATING PLAN DELIVERABLES

For the purposes of the Well Workplace Awards initiative, your company's wellness operating plan will be judged by the following criteria:

- Vision/Mission Statement
- Goals and Objectives
- Timelines
- Roles and Responsibilities
- Itemized Budget
- Communication Strategies
- Evaluation
- Operating Plan has been placed in *Appendix D*

CREATING A SUPPORTIVE ENVIRONMENT DELIVERABLES

For the purposes of the Well Workplace Awards initiative, creating a supportive environment is measured by the implementation of supportive policies and practices. Specifically, your company will be asked to provide documentation of the following policies:

- Applicant has included a copy of the company's Tobacco-Free Workplace Policy
- Applicant has included a copy of the company's Alcohol/Drug Policy
- Applicant has included a copy of the company's Seatbelt Policy
- Applicant has included a copy of the Safety/Emergency Procedures Policy
- Applicant has completed all questions on page 19 of the application
- All appropriate information has been placed in *Appendix F*

CHOOSING APPROPRIATE INTERVENTIONS DELIVERABLES

For the purposes of the Well Workplace Awards initiative, the following five interventions will be assessed:

- Applicant has completed the Physical Activity Intervention Form
- Applicant has completed the Healthy Eating/Weight Management Intervention Form
- Applicant has completed the Stress Management Intervention Form
- Applicant has completed the Tobacco Use Intervention Form
- Applicant has completed the Medical Self-Care Intervention Form
- Applicant has completed all questions on page 17 of the application
- All appropriate information has been placed in *Appendix E*

CONSISTENTLY EVALUATING OUTCOMES DELIVERABLES

For the purposes of the Well Workplace Awards initiative, the following five interventions will be evaluated:

- Applicant has completed the Physical Activity Evaluation Form
- Applicant has completed the Healthy Eating/Weight Management Evaluation Form
- Applicant has completed the Stress Management Evaluation Form
- Applicant has completed the Tobacco Use Evaluation Form
- Applicant has completed the Medical Self-Care Evaluation Form
- All appropriate information has been placed in *Appendix G*

