



2018 Healthy KC Certification Application

Thank you for your interest in a healthy workplace! The Healthy KC Workplace Wellness Certification Application examines the actions your organization is taking to support health and wellness across five Pillars of Health:

- Nutrition**
- Physical Activity**
- Tobacco Cessation**
- Work-Life Integration**
- Design & Built Environment**

In order to share your organization's actions in supporting a Pillar of Health, you must be able to answer 'yes' to one of the three preliminary questions. If your organization does not meet the criteria in a preliminary section, you will automatically be redirected to the next Pillar of Health.

Healthy Champions: Each Pillar of Health asks if your organization has designated a 'Champion'. It is not required that a Champion hold a degree or professional title related to that pillar or that such responsibility be set forth in their job description. A Champion can be someone who is formally or informally designated by the organization to be responsible to advance that Pillar of Health. If you do not currently have a champion designated for a Pillar of Health, we urge you to take this simple step. It has been demonstrated to have a professional impact on organizational health and wellness.

The time necessary to complete this application will vary. However, the right representative from your organization should be able to complete the application in about 15 minutes.

By filling out this application, you agree to answer all questions to the best of your knowledge.

The deadline to apply is August 31.



Information about your Organization

- Organization Name: _____
- Application Contact Name: _____
- Application Contact Title: _____
- Application Contact Phone: _____
- Application Contact Email: _____
- 2nd Contact Name: _____
- 2nd Contact Title: _____
- 2nd Contact Email: _____
- Number of employees in Greater Kansas City:



Part 1: Pillar of Health - Nutrition

To meet this Pillar of Health, you must affirm that your organization is able to answer yes to one of the statements below. If you do not meet one of the three criteria within the statement, select no and you will automatically advance to the next pillar of health.

As an organization we:

Designated a Nutrition Champion who coordinates our organization's nutritional health effort; or

Have programs and/or initiatives in place to promote and encourage [healthy food choices](#). The programs and/or initiatives are designed to make it easier for our employees to maintain healthy eating habits inside and outside of the workplace; or

Integrate and support healthy eating habits in our company culture.

Yes

No



Leadership and Policies (mark all that apply):

- We have an organizational nutrition policy.
 - We follow national and/or federal nutrition guidelines onsite (i.e. American Heart Association, American Cancer Society, Centers for Disease Control and Prevention, etc.).
 - We offer healthy food and beverage options for company meetings.
 - We offer at least one healthy option in our cafeteria(s), vending machine(s), common area(s), and/or break room(s).
 - We subsidize healthy food selections and less nutritious options are charged at higher rates in our cafeteria(s).
 - Organization leaders model healthy nutritional habits as a priority.
 - Other initiatives that meet the nutrition leadership and policies section (please describe): _____
-



Resources and Engagement Tools (mark all that apply):

- We offer our employees information and resources on healthy nutrition and food choices at work and at home (i.e. bulletin boards, websites, intranet, etc.).
- We offer our employees information and resources on proper hydration at work and at home (i.e. bulletin boards, websites, intranet, etc.).
- We offer nutrition education information, programs, campaigns/challenges, book studies, etc. for our employees.
- We offer incentives for participation in nutrition programs/campaigns/book studies/coaching/counseling sessions, etc.
- We offer nutrition coaching or counseling services for our employees.
- We clearly distinguish health food options in vending machines and cafeterias to encourage healthy food and beverage choices.
- We encourage and promote “healthy potluck eat-in days” where employees bring a healthy dish to share with coworkers for lunch.
- We offer a community-supported agriculture program/onsite farmer’s market opportunity for our employees.
- Other initiatives that meet the nutrition resources and engagement tools section (please describe): _____





Measures and Outcomes (mark all that apply):

- We have a clear goal to promote nutrition among our employees.
- We measure employee participation in nutrition programming using a method that is inclusive and objective.
- We survey our employees regarding onsite café, vending machine, and break room food options.
- We measure our employee nutritional practices through HRA/survey/café utilization/etc.
- We evaluate nutrition engagement, leadership and policies, and resources available through an annual review process.
- We make changes to improve based on the annual review findings (i.e. additional program offerings, subsidized programs by the company, etc.).
- Other initiatives that meet the nutrition measures and outcomes section (please describe): _____



Part 2: Pillar of Health - Physical Activity

To meet this Pillar of Health, you must affirm that your organization is able to answer yes to one of the statements below. If you do not meet one of the three criteria within the statement, select no and you will automatically advance to the next pillar of health.

As an organization we:

Designate a Physical Activity Champion (individual) who coordinates physical activity efforts for our organization; or

Have programs and/or initiatives in place to promote and encourage physical activity. The programs and/or initiatives are designed to make it easier for our employees to participate in physical activity inside and outside of the workplace; or

Integrate and supports physical activity in our company culture.

Yes

No



Leadership and Policies (mark all that apply):

- We have a workplace physical activity policy.
 - We allow time for physical activity during the work day (www.health.gov for Physical Activity Guidelines- PAG's).
 - We support and encourage physical activity outside the workplace.
 - We educate our employees and promote the value of physical activity at work and at home.
 - We promote the use of stairs during and outside of the workday.
 - Organization leaders model active lifestyles as a priority.
 - Other initiatives that meet the physical activity leadership and policies section (please describe): _____
-



Resources and Engagement Tools (mark all that apply):

- We offer wellness coaches/trainers to help employees with exercise.
- We offer access to websites, books, blogs and other resources that help educate and promote physical activity.
- We offer/promote walking programs, including walking/standing meetings.
- We offer discounts/subsidies for gym memberships and/or attendance at fitness classes that teach and support physical activity
- We provide discounts/subsidies for entry fees for events encouraging physical activity (i.e. road races, runs, biking events, etc.).
- We provide access to discounted or subsidized wearable devices, such as a Garmin vivofit®, to our employees
- We offer a dedicated space for physical activity at our worksite(s).
- We host team/individual competitions that encourage physical activity.
- We support and encourage active warm-ups prior to shifts and stretching breaks during the workday.
- We participate in Kansas City Corporate Challenge.
- Other initiatives that meet the physical activity resources and engagement tools section (please describe): _____



Measures and Outcomes (mark all that apply):

- We have a clear goal to promote physical activity among our employees.
- We measure employee participation in physical activity efforts using a method that is inclusive and objective.
- We track activity data such as steps and/or active minutes.
- We evaluate physical activity, leadership and policies, and resources and engagement available through an annual review process.
- We make changes to improve based on the annual review findings (i.e. additional programs are offered, subsidized by the company, etc.).
- Optional: Based on Health Risk Assessment, or other biometric/activity data, how active is your population on average (please include average population steps and/or active minutes and specify if that is monthly, annually, recent challenge, etc.)

Other initiatives that meet this criteria (please describe):



Part 3: Pillar of Health - Tobacco Cessation

“Tobacco”, as that term is used in this application, shall be deemed to include cigarettes, cigars, pipes, chew, snuff, twist and any similar products as well as e-cigarettes and other forms of alternative nicotine delivery systems and similar products, excluding FDA approved forms of nicotine replacement.

To meet this pillar of health, you must affirm that your organization is able to answer yes to one of the statements below. If you do not meet one of the three criteria within the statement, select no and you will automatically advance to the next pillar of health.

As an organization we:

Designate a Tobacco Cessation Champion who coordinates our efforts within this Pillar of Health; or

Have programs and/or initiatives in place that are designed to make it easier for our employees to maintain tobacco-free habits inside and outside of the workplace; or

Integrate and support tobacco-free habits in our company culture.

Note: (If your organization does not have employees who use tobacco products or does not hire individuals who use tobacco products, please select “yes” and proceed with this section)

Yes

No



Leadership and Policies (mark all that apply):

- We do not hire individuals who use tobacco products.
 - We do not have any employees within our organization who use tobacco products inside or outside the workplace.
 - We have a workplace tobacco policy.
 - Our employees are prohibited from using tobacco products inside our workplace.
 - Our contractors, subcontractors, clients, patients, visitors, and other non-employees are prohibited from using tobacco products in our workplace.
 - Our visitors are informed of the rules regarding our tobacco policy prior to arriving or when they arrive at company property.
 - We have a formal policy for spotting and reporting violations of our tobacco policy.
 - Our tobacco policy applies to all workplace areas and company property (e.g., owned property, leased facilities, company vehicles, parking lots, parking decks, construction areas).
 - Organization leaders model tobacco cessation as a priority to their well-being
 - Other initiatives that meet tobacco cessation leadership and policies section (please describe): _____
-



Resources and Engagement Tools (mark all that apply):

- We offer written information to employees about tobacco cessation.
- We offer tobacco cessation support programs for employees.
- We offer tobacco cessation support programs for family members of employees.
- Tobacco cessation interventions, such as Nicotine Replacement Therapy, are included in health insurance plans offered to our employees (note: e-cigarettes are not considered a form of Nicotine Replacement Therapy).
- We reimburse employees for a portion of the cost of tobacco cessation programs OR cover a portion of the cost of the program up-front.
- We communicate our tobacco policy to employees at their new employee orientation.
- We provide employees with an overview of tobacco cessation benefits and programs at their new employee orientation.
- We educate employees regarding the benefits of tobacco cessation and send reminders of the tobacco cessation benefits and programs offered to them at least annually.
- Other initiatives that meet the tobacco cessation resources and engagement tools section (please describe): _____



Measures and Outcomes (mark all that apply):

- We have a clear goal to reduce the number of employees who use tobacco products.
- We measure employee participation in tobacco cessation efforts using a method that is inclusive and objective
- We evaluate tobacco cessation engagement, leadership and policies, and resources available through an annual review process.
- We make changes to improve based on the annual review findings (i.e. additional programs are offered, subsidized by the company, etc.).
- Optional:* What percent of enrolled medical plan members are tobacco users?

- Optional:* What percent of medical plan members are currently enrolled in programs, counseling or other resources available through the employer and/or medical plan? _____
- Other initiatives that meet the tobacco cessation measures and outcomes section (please describe): _____



Part 4: Pillar of Health - Work-Life Integration

To meet this pillar of health, you must affirm that your organization is able to answer yes to one of the statements below. If you do not meet one of the three criteria within the statement, select no and you will automatically advance to the next pillar of health.

As an organization we:

Designate a Work-Life Integration Champion (or other title) who coordinates efforts for this Pillar of Health; or

Have programs and/or initiatives in place to promote and encourage the wellbeing of the whole person. The programs and/or initiatives are designed to make it easier for our employees to maintain a balance of wellbeing both personally and professionally; or

Integrate and support healthy, balanced, wellbeing practices and/or other habits in our company culture.

Yes

No



Leadership and Policies (mark all that apply):

- We have a policy in our workplace that addresses mindfulness and the “whole person”.
 - We have policies supporting flexible work hours and schedules.
 - We have a policy that provides both women and men paid parental leave.
 - We have a dedicated onsite private space for mothers who wish to breastfeed or pump.
 - We encourage and/or allow for employees to participate in philanthropic/community organization events during company time
 - We have organizational wellness ambassadors to help promote and engage fellow employees in opportunities and offerings.
 - We hold managers accountable for the engagement of their team members and encourage and provide opportunities to socialize during the workday and build a sense of community and camaraderie in the workplace.
 - We are a trauma-informed workplace.
 - We allow untracked/unlimited paid time off.
 - Organization leaders model mindfulness/work-life integration practices as a priority to their well-being.
 - Other initiatives that meet the whole person leadership and policies section (please describe): _____
-



Resources and Engagement Tools (mark all that apply):

- We contribute to a 401(K) or other retirement savings plan for employees.
- We contribute to a medical insurance plan with a Health Saving Account.
- We provide free educational resources to support our employees' wellbeing (i.e. online web-based portal, EAP, contracted services, onsite offerings, etc)
- We provide free coaching/counseling and skill building opportunities to multiple dimensions of wellbeing.
- We provide free educational resources, coaching and/or counseling services and support to our employee's dependents.
- We provide access to behavioral health resources for building resilience and dealing with personal crisis when needed.
- We provide programs for employees to use for practicing mindfulness skill building techniques, or other stress reduction methods, such as meditation.
- We offer mental health first aid training to our employees.
- We have a professional development training program for our employees.
- We encourage digital detox timeframes with business technology to allow for personal and professional renewal of the employee (no emails, calls, texts, etc.)
- We promote, through a formal process, employee appreciation practices within the organization.
- We offer a mentorship/sponsorship program specific for leaders at all levels to participate.
- We provide ongoing mentorship/coaching opportunities and conversations for our employees within the organization.



- We have a work safety plan and/or offer safety training to our staff.
 - Other initiatives that meet the whole person resources and engagement tools section (please describe): _____
-

Measures and Outcomes (mark all that apply):

- We use a survey tool to determine employee job satisfaction/engagement survey.
- Optional:* What percent of your employees complete the satisfaction/engagement survey? _____
- We use a survey tool to assess wellbeing or health risks of employees.
- Optional:* What percent of your employees complete the wellbeing or health risk assessment? _____
- We host reverse evaluations (i.e. 360's) to allow for employee feedback and/or conduct employee exit surveys/interviews in an effort to improve employee retention.
- Other initiatives that meet the whole person measures and outcomes section (please describe): _____



Part 5: Pillar of Health - Design/Built Environment

To meet this Pillar of Health, you must affirm that your organization is able to answer yes to one of the statements below that reflect an organizational awareness and understanding that the built environment and features focusing on behavior, design and operations impact human health and wellbeing. If you do not meet one of the three criteria within the statement, select no and you will automatically advance to the next pillar of health.

As an organization we:

We designate a Design/Built Environment Champion (or other title) who coordinates efforts for this Pillar of Health; or

Provide resources that create awareness and encourage including workplace Design/ Built Environment as one of the initiatives that promote employee wellbeing; or

Provide allowances for employees to be encouraged through standing, walking, or movement opportunities throughout the day.

Yes

No



Leadership and Policies (mark all that apply):

- We follow the Well-Build Standards.
 - We have a policy or process in our workplace that addresses sustainability.
 - We have a policy or process in our workplace that recognizes the impact of lighting on productivity.
 - We have a policy or process in our workplace that recognizes the impact of places designated for people to connect.
 - Other initiatives that meet the built environment leadership and policies section (please describe): _____
-

Resources and Engagement Tools (mark all that apply):

- We provide a dedicated onsite space at the workplace for mindfulness skill building techniques, stress reduction practices, meditation, etc.
 - We provide a visual lighting design/review to enhance comfort and productivity.
 - We provide a dedicated onsite space at the workplace for resting, reading, etc.
 - We support a collaborative work environment in which the work space(s) are designed for adaptability to different work requirements such as social connections and a variety of work functions.
 - We have a formal process to evaluate workstations to support better health and performance such as ergonomics, lighting, increased physical activity, human-nature.
 - Other initiatives that meet the built environment resource and engagement tools section (please describe): _____
-



Measures and Outcomes (mark all that apply):

- We evaluate design and build environment components of leadership and policies, and resources available through a scheduled review process.
- We make changes to improve based on the annual review findings (i.e. work space modifications, additional ergonomic opportunities, etc.).
- Other initiatives that meet the built environment measures and outcomes section (please describe): _____



This year, we are implementing an auto-enrollment into Healthy KC's Workplace Wellness Mentor Program. The Mentor Program is open to all certified companies that would like to participate as a mentor/mentee to another local organization. The mentors will help aid in development and betterment of employers who wish to grow and further advance their workplace wellness practices to achieve a higher level of Healthy KC Certification. Based on your organization's score, you will be automatically enrolled as a mentee or a mentor.

I would like to opt out of Healthy KC's mentor program

To the best of my knowledge, the answers contained in this application are accurate.
(Please sign and date below.)

Signature (Your typed name will be considered your signature)

Date _____