

I. SENIOR LEVEL SUPPORT

1. Our CEO has communicated the importance of wellness through:

- Written communications
- Written communications and verbal presentations
- Written communications, verbal presentations, and integrating wellness into the company's strategic plan
- Written , communications, verbal presentations, integrating wellness into the company's strategic plan, and incorporating into the mission/vision statement of the company
- Our CEO does not currently communicate the importance of wellness to our organization.

2. Our CEO allocates the necessary staffing for wellness programming(check the answer that best describes your wellness initiative):

- Our organization has one staff member who has part time responsibilities for wellness.
- Our organization has multiple staff members who have part time responsibilities for wellness.
- Our organization has one staff member who has full time responsibilities for wellness.
- Our organization has multiple staff members who have full time responsibilities for wellness.
- Our organization does not currently have full or part time staff responsible for wellness.

3. Our CEO allocates the budget necessary to effectively deliver our wellness program (check the answer that best describes your wellness initiative):

- Our organization sets aside \$1-\$14 per eligible participant per year.
- Our organization sets aside \$15-\$30 per eligible participant per year.
- Our organization sets aside \$31-\$100 per eligible participant per year.
- Our organization sets aside \$100+ per eligible participant per year.
- Our organization currently does not have a budget allocated for wellness activities

4. Our CEO allocates the space necessary to effectively deliver our wellness program (check the answer that best describes your wellness initiative):

- Our organization supports employee wellness participation at offsite locations
- Our organization reimburses employees for participating in offsite wellness activities.
- Our organization has dedicated company space for employees to participate in wellness activities onsite.
- Our organization has dedicated space toward a comprehensive physical activity facility.
- Our organization currently does not make space on or offsite for wellness activities

5. Our CEO allocates the time necessary for our employees to take advantage of our company's wellness activities (check the answer that best describes your wellness initiative):

- Our organization allows participation in wellness activities before work, after work, and/or during lunch breaks.
- Our organization allows participation in wellness activities throughout the workday as their schedule permits.
- Our organization encourages participation in wellness activities on work time.

- Our organization formally incepts participation in wellness activities on work time.
- Our organization does not currently allocate time to allow employees to participate in wellness programs.

6. Our CEO delegates wellness responsibilities to people throughout our organization by:

- Encouraging the formation of a volunteer wellness committee
- Formally appointing a wellness team comprised of senior level executives
- Formally appointing a wellness team comprised of senior level executives and mid-level managers
- Formally appointing a wellness team comprised of senior level executives, mid-level managers, and front line employees
- Our CEO does not currently delegate wellness responsibilities

7. Our CEO has taken a Health Risk Appraisal in the last:

- 6 months
- 12 months
- 24 months
- 36 months
- I don't know if our CEO has taken an HRA

8. Our CEO participates regularly in our company's wellness program offerings.

- 1 Program in the last 12 months
- 2-3 Programs in the last 12 months
- 4-5 Programs in the last 12 months
- 6+ Programs in the last 12 months
- Our CEO is not presently participating

9. Our CEO has received an annual physical exam in the last:

- 6 months
- 12 months
- 24 months
- 36 months
- I don't know if our CEO has received an annual physical exam.

10. Our CEO participates in and supports community wellness activities.

- 1 Program in the last 12 months
- 2-3 Programs in the last 12 months
- 4-5 Programs in the last 12 months
- 6+ Programs in the last 12 months

- Our CEO is not presently participating in community wellness activities.

II. WELLNESS TEAMS

11. Our wellness team has been in place:

- Less than one year
- 1-2 years
- 3-5 years
- 6 or more years

12. Our wellness team consists of:

- 2-4 members
- 5-8 members
- 9-12 members
- 13 or more members

13. Our wellness team is comprised of members from the following areas:

Human Resources; Benefits Administration; Occupational Health; Finance; Marketing Communications; Safety; Information Systems; Healthcare Provider; Insurance Provider; Employee Assistance Program

- At least 2 of these key areas
- 3 of these key areas
- 4 of these key areas
- 5 or more of these key areas
- Less than 2 of these key areas

14. Our wellness team members are appointed for:

- A one year term
- A two year term
- A three year term
- Ongoing terms, our wellness team terms are written into individual's job descriptions
- Our wellness team does not require a formal time commitment from our members.

15. Our wellness team:

- Operates without the direction of a team leader
- Functions under the leadership of someone who has not been formally trained in health and wellness
- Operates under the leadership of someone who has been formally trained in health and wellness
- Functions under a senior executive level leader that has been formally appointed to this position
- Has not yet considered the leadership issue

16. Choose the statement below that best describes your wellness team's efforts.

- Our team is responsible for planning and delivering various awareness-raising wellness activities throughout our organization
- Our team is responsible for collecting data, crafting a plan, delivering both high-risk and low-risk programs
- Our team is responsible for collecting data, crafting a plan, delivering both high-risk and low-risk programs, and creating a supportive environment
- Our team is responsible for collecting data, crafting a plan, delivering both high-risk and low-risk programs, creating a supportive environment, and monitoring and evaluating outcomes

17. Our wellness team meets:

- Semi-annually
- Quarterly
- Six times per year
- Monthly

18. Choose the statement below that best describes your wellness team's method of operating.

- Our wellness team has a pre-established agenda
- Our wellness team has a pre-established agenda and takes notes at each meeting
- Our wellness team has a pre-established agenda, takes notes at each meeting, and distributes minutes to each team member
- Our wellness team has a pre-established agenda, takes notes at each meeting, and distributes minutes to each team member and senior level executive

III. DATA COLLECTION

19. Our organization has conducted a demographic analysis in the last 12 months on:

- Employees only
- Employees and spouses
- Employees, spouses, and dependents
- Employees, spouses, dependents, and retirees
- We have not conducted a demographic analysis in the last 12 months.

20. Our organization has conducted a healthcare claims analysis in the last 12 months on:

- Employees only
- Employees and spouses
- Employees, spouses, and dependents

- Employees, spouses, dependents, and retirees
- We have not conducted a healthcare claims analysis in the last 12 months.

21. Our organization has conducted a corporate health culture audit in the last:

- 12 months
- 24 months
- 36 months
- 48 months
- We have not conducted a corporate health culture audit.

22. Our organization has conducted an analysis of employee productivity/presenteeism/engagement in the last:

- 12 months
- 24 months
- 36 months
- 48 months
- We have not conducted an analysis of this type.

23. Our organization has conducted a health interest survey in the last 12 months to assess:

- Employee interests
- Employee and spouse interests
- Employee, spouse, and dependent interests
- Employee, spouse, dependent, and retiree interests
- We have not conducted a health interest survey in the last 12 months.

24. Our organization has offered employees the opportunity to participate in a Health Risk Appraisal in the last:

- 12 months
- 24 months
- 36 months
- 48 months
- We have not conducted an analysis of this type.

25. Our organization has offered employees the opportunity to participate in a Health Screening in the last:

- 12 months
- 24 months
- 36 months
- 48 months
- We have not offered employees the opportunity to participate in a health screening.

26. Our organization has offered a survey in the last 12 months to assess health knowledge of:

- Employees only
- Employees and spouses
- Employees, spouses, and dependents
- Employees, spouses, dependents, and retirees
- We have not offered this type of survey in the last 12 months.

27. Our organization has conducted an ergonomic/work station analysis for all employees in the last:

- 12 months
- 24 months
- 36 months
- 48 months
- We have not conducted an ergonomic/work station analysis.

28. Our organization has conducted a facility assessment in the last:

- 12 months
- 24 months
- 36 months
- 48 months
- We have not conducted a facility assessment.

29. Our organization has conducted an analysis of the effectiveness of our benefit plan in the last:

- 12 months
- 24 months
- 36 months
- 48 months
- We have not conducted this type of analysis

30. Our organization has conducted an analysis of our cafeteria/vending machines/physical activity centers in the last:

- 12 months
- 24 months
- 36 months
- 48 months
- We have not conducted this type of analysis.

31. Our organization has conducted an analysis of absenteeism records in the last:

- 12 months
- 24 months
- 36 months
- 48 months
- We have not conducted this type of analysis.

32. Our organization has conducted an analysis of disability claims in the last:

- 12 months
- 24 months
- 36 months
- 48 months
- We have not conducted this type of analysis.

33. Our organization has conducted an analysis of workers' compensation claims in the last:

- 12 months
- 24 months
- 36 months
- 48 months
- We have not conducted this type of analysis.

34. Our organization has conducted an analysis on injury/accident records in the last:

- 12 months
- 24 months
- 36 months
- 48 months
- We have not conducted this type of analysis.

IV. OPERATING PLAN

35. Our operating plan contains an overall vision/mission statement for the wellness program that is consistent with our organization's core philosophies:

- Yes
- No

36. Our operating plan contains clear, concise, and measurable objectives that are linked to and supported by our employees' health concerns:

- Yes
- No

37. Our operating plan links our wellness goals and objectives to the organizations' strategic priorities and outcomes:

- Yes
- No

38. Our operating plan incorporates specific timelines indicating when activities/tasks are to be completed:

- Yes
- No

39. Our operating plan assigns specific responsibilities to an individual or group for the completion of important tasks:

- Yes
- No

40. Our operating plan includes an itemized budget sufficient to carry out our wellness plan:

- Yes
- No

41. Our operating plan incorporates appropriate marketing strategies to effectively promote and communicate our programs to the employees and their dependents:

- Yes
- No

42. Our operating plan evaluates the stated goals and objectives.

- Yes
- No

VI. PROGRAMMING

43. Our organization has offered employees the opportunity to participate in a Health Risk Appraisal in the last:

- 12 months
- 24 months
- 36 months
- 48 months
- We have not offered employees the opportunity to participate in a Health Risk Appraisal.

44. Our organization has offered employees the opportunity to participate in a Health Screening in the last:

- 12 months
- 24 months
- 36 months

- 48 months
- We have not offered employees the opportunity to participate in a health screening.

45. Over the last 12 months, our wellness initiative has offered programs on Physical Activity through the following formats:

- Awareness
- Awareness and education
- Awareness, education, and behavior change
- Awareness, education, behavior change, and culture enhancement
- We have not offered programs in this area.

46. Over the last 12 months, our wellness initiative has offered programs on Smoking Cessation through the following formats:

- Awareness
- Awareness and education
- Awareness, education, and behavior change
- Awareness, education, behavior change, and culture enhancement
- We have not offered programs in this area.

47. Over the last 12 months, our wellness initiative has offered programs on Nutrition/Weight Management through the following formats:

- Awareness
- Awareness and education
- Awareness, education, and behavior change
- Awareness, education, behavior change, and culture enhancement
- We have not offered programs in this area.

48. Over the last 12 months, our wellness initiative has offered programs on Responsible Alcohol Use through the following formats:

- Awareness
- Awareness and education
- Awareness, education, and behavior change
- Awareness, education, behavior change, and culture enhancement
- We have not offered programs in this area.

49. Over the last 12 months, our wellness initiative has offered programs on Stress Management through the following formats:

- Awareness
- Awareness and education

- Awareness, education, and behavior change
- Awareness, education, behavior change, and culture enhancement
- We have not offered programs in this area.

50. Over the last 12 months, our wellness initiative has offered programs on Medical Self-Care through the following formats:

- Awareness
- Awareness and education
- Awareness, education, and behavior change
- Awareness, education, behavior change, and culture enhancement
- We have not offered programs in this area.

51. Over the last 12 months, our wellness initiative has offered programs on Work & Family through the following formats:

- Awareness
- Awareness and education
- Awareness, education, and behavior change
- Awareness, education, behavior change, and culture enhancement
- We have not offered programs in this area.

52. Over the last 12 months, our wellness initiative has offered programs on Personal Financial Management through the following formats:

- Awareness
- Awareness and education
- Awareness, education, and behavior change
- Awareness, education, behavior change, and culture enhancement
- We have not offered programs in this area.

53. Over the last 12 months, our wellness initiative has offered programs on Safety/Health Protection through the following formats:

- Awareness
- Awareness and education
- Awareness, education, and behavior change
- Awareness, education, behavior change, and culture enhancement
- We have not offered programs in this area.

54. Over the last 12 months, our wellness initiative has offered programs on Ergonomics through the following formats:

- Awareness
- Awareness and education
- Awareness, education, and behavior change
- Awareness, education, behavior change, and culture enhancement
- We have not offered programs in this area.

55. Over the last 12 months, our wellness initiative has offered programs on Mental Health/Depression through the following formats:

- Awareness
- Awareness and education
- Awareness, education, and behavior change
- Awareness, education, behavior change, and culture enhancement
- We have not offered programs in this area.

56. Over the last 12 months, our wellness initiative has offered programs on Disease Management (e.g. asthma, diabetes, etc.) through the following formats:

- Awareness
- Awareness and education
- Awareness, education, and behavior change
- Awareness, education, behavior change, and culture enhancement
- We have not offered programs in this area.

57. In general, our wellness programming efforts are offered to:

- Employees only
- Employees and spouses
- Employees, spouses, and dependents
- Employees, spouses, dependents, and retirees

58. Our organization provides the following as incentives: cash incentives outside of the benefit plan; medical plan coverage enhancement (i.e. reduced co pays); health plan contribution; medical spending accounts; merchandise (i.e. T-shirts, movie passes, etc.); well days; recognition; lottery prize drawings

- At least 1 area chosen
- 2-3 areas chosen
- 4-6 areas chosen
- 7+ areas chosen
- We currently do not offer incentives for participation.

59. Our organization provides incentive opportunities to:

- Employees only
- Employees and spouses
- Employees, spouses, and dependents
- Employees, spouses, dependents, and retirees
- We currently do not offer incentives.

VI. SUPPORTIVE ENVIRONMENTS

60. Our organization offers an onsite physical fitness facility:

- Yes
- No

61. Our organization promotes community based fitness centers and walking trails:

- Yes
- No

62. Our organization offers reimbursement for offsite physical fitness facilities:

- Yes
- No

63. Our organization offers peer support groups and mentoring opportunities on physical activity:

- Yes
- No

64. Our organization completely prohibits tobacco use on company property:

- Yes
- No

65. Our organization reimburses for tobacco cessation courses:

- Yes
- No

66. Our organization offers peer support groups and mentoring opportunities on tobacco cessation:

- Yes
- No

67. Our organization has a policy which prohibits hiring tobacco users:

- Yes
- No

68. Our organization has an onsite cafeteria that offers healthy food options:

- Yes
- No

69. Our organization offers healthy food options in vending machines:

- Yes
- No

70. Our organization offers healthy food options at all company meetings/functions:

- Yes
- No

71. Our organization offers peer support groups and mentoring opportunities on nutrition and weight management:

- Yes
- No

72. Our organization ensures that all workstations are ergonomically sound:

- Yes
- No

73. Our organization monitors our facility's heating, lighting, and ventilation:

- Yes
- No

74. Our organization incorporates stretch and fitness breaks throughout the day:

- Yes
- No

75. Our organization provides our employees with information on ergonomic issues:

- Yes
- No

76. Our organization has an occupant protection policy that requires the use of seatbelts:

- Yes
- No

77. Our organization has a policy prohibiting firearms, knives, and other weapons on company property:

- Yes
- No

78. Our organization has emergency/disaster plans in place. (e.g., fire, weather, terrorism):

- Yes
- No

79. Our organization practices disability prevention and management. (e.g. return to work, restricted duty, etc.):

- Yes
- No

80. Our organization has policies prohibiting alcohol and other drug use on company time and property:

- Yes
- No

81. Our organization offers peer support groups and mentoring opportunities on alcohol/drugs:

- Yes
- No

82. Our organization offers employee counseling for alcohol or drug related problems:

- Yes
- No

83. Our organization requires a drug test prior to employment:

- Yes
- No

84. Our organization offers assistance to help employees address issues of work/life balance:

- Yes
- No

85. Our organization offers peer support groups and mentoring opportunities on stress management:

- Yes
- No

86. Our organization offers employee counseling for other work/family issues:

- Yes
- No

87. Our organization offers "well days" off for our employees:

- Yes
- No

88. Our organization provides our employees with release time so that they can participate in our health promotion programs:

- Yes
- No

89. Our organization offers health promotion initiatives for shift workers:

- Yes
- No

90. Our organization offers health promotion initiatives for our multiple or offsite locations:

- Yes
- No

91. Our organization recognizes and rewards successes with respect to our wellness initiatives:

- Yes
- No

92. Our organization offers how many of the following benefit options: health insurance; disability; life insurance; sick leave/sell days off; leave of absence; compensatory time off; vacation flex time; job sharing; work at home telecommuting; maternal/paternal leave; family leave; child care; dependent care flexible; spending accounts; health promotion program prepayment or reimbursement; retirement/investment plan; tuition reimbursement; EAP:

- We offer 1-3 of these benefits.
- At least 4 of these benefits
- 5-7 of these benefits
- 8-10 of these benefits
- 11 or more of these benefits

VII. PROGRAM EVALUATION

93. Our organization regularly tracks participation:

- Yes
- No

94. Our organization monitors participant satisfaction:

- Yes
- No

95. Our organization documents improvements in knowledge, attitudes, skills, and behaviors:

- Yes
- No

96. Our organization assesses changes in biometric measures. (e.g., body weight, strength, flexibility, cholesterol levels, blood pressure, etc.):

- Yes
- No

97. Our organization assesses and monitors the health status of "at-risk" employees:

- Yes
- No

98. Our organization measures changes in both the physical and cultural environment. (e.g., policies, benefits, working conditions, etc.):

- Yes
- No

99. Our organization monitors the impact of wellness on key productivity indicators. (e.g. absenteeism, turnover, morale, etc.):

- Yes
- No

100. Our organization analyzes cost effectiveness, cost savings, and return on investment:

- Yes
- No

101. BONUS QUESTION: Can you name the Seven Benchmarks without looking back at the survey?! Cheat if you must, but commit them to memory afterwards:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____