



Your Wellness Program Checklist

INDEAL Cares is dedicated to helping your teams live well at home and work. We know that getting started can be the hardest part, so we've put together a Wellness Program Checklist to assist you in launching, creating, and supporting a workplace wellness plan for your company – regardless of its size or scope.



Encourage Healthier Eating

Good nutrition can help prevent future diseases such as diabetes and cancer – but healthy eating equates to more productive employees – more reason to supporting eating well as part of your wellness plan.

- Provide a fridge for employees to store healthy lunches from home
- Consider installing a juicer, blender, and sandwich press so your team can make their own lunches
- Provide a complimentary fruit bowl to encourage healthy snacking
- Replace sugary drinks in your staff fridge with better options, such as soda water
- If you have in-house catering, provide and consider subsidizing healthy food and drink options
- When arranging catering for your team, identify healthy options on all menus, and restrict unhealthy options
- Ensure any on-site vending machines contain healthy drinks and snacks
- Share the INDEAL Cares Living Well Library - [Eating Well](#) section with your teams



Develop a Smoke Free Workplace

According to the CDC, every year, seven million deaths worldwide are the result of tobacco use. Reducing smoking in the workplace is paramount to employee health. Here are a few different methods you could consider using to reduce smoking in the workplace and generally amongst your employees.

- Ensure your workplace and all company vehicles are smoke free
- Develop a smoke-free company event policy
- Encourage employees to join a 'quit smoking' program and consider subsidizing these programs to demonstrate your support



Encourage More Physical Exercise

Encouraging employees to get more exercise is a great way to promote better physical health, which translates to better overall health. There are a variety of inexpensive ways to encourage active living, including:

- Provide an allowance towards wearable trackers such as Fitbits for your team
- Suggest walking or standing meetings to get people up and moving
- Encourage your team to enter fun runs and charity events – you could even pick a cause that is near and dear to a team member’s heart!
- Install bike racks in your staff carpark to promote cycling to work
- If you have an elevator, encourage your team to take the stairs whenever they can
- Provide employees with a gym membership as a gift, thank you, or special incentive
- Have a yoga instructor or fitness coach run live sessions in the workplace, or encourage team yoga using a free program like [Yoga with Adriene](#)
- Install a shower for employees who ride, walk, or run to your workplace
- Share the INDEAL Cares Living Well Library – [Physical Activity](#) section with your teams



Promote Spine Health

Worldwide, back pain is the single leading cause of disability, preventing many people from engaging in work as well as other everyday activities. The recent [INDEAL Cares Survey](#) showed that almost 1/3 of respondents suffered from back or neck pain. Here are some tips to help to promote spine health at work:

- Install or support the use of standing desks and cycle chairs
- Encourage stand-up meetings
- Have an expert come in and review your ergonomic environment to ensure your employees are fitted with their workstations properly
- Encourage the team to take regular breaks during the day
- Encourage your team to implement a 10-minute stretch program each day – twice a day would be even better!
- Use incentives to reward employees who eat lunch away from their computers



Improve Mental Health

We all have a responsibility to look out for one another. The COVID-19 pandemic has only made the need to support mental health that much more critical. Some ways you can do this in the workplace include:

- Review the [Mental Health Strategy Framework](#), courtesy of Mindshare Partners
 - Encourage positive communication in the workplace, including a mental health check-in at status meetings
 - Consider organizing leadership training around supporting employee mental health
 - Review [“8 Ways Leaders Can Support Employees Mental Health”](#), courtesy of Mindshare Partners
 - Run employee polls or surveys to get valuable feedback on team morale
 - Identify strategies to avoid bullying and unprofessional behavior in your workplace
 - Invite a professional to come in and give advice on stress reduction techniques to all employees
 - Consider running a meditation course or weekly reflection time
 - Share the INDEAL Cares Living Well Library – [Managing Stress and Anxiety](#) section
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In Summary

Having the support of a healthy workplace community makes a huge difference in how successful an employee is at making healthy lifestyle choices like increasing physical activity, eating well, drinking more water, and managing stress levels. By working with your team to implement solutions to promote wellness, you can educate, inspire, and engage your employees – and demonstrate your commitment to their overall well-being.

The INDEAL Cares Wellness Checklist is a great place to start thinking about the various ways you can weave wellness into the workday. Don't forget to check back with the INDEAL Cares [Living Well Library](#) for ever-evolving tips, tools and resources that support our pillars of health.

To learn more about INDEAL Cares, visit: www.indealcares.org

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