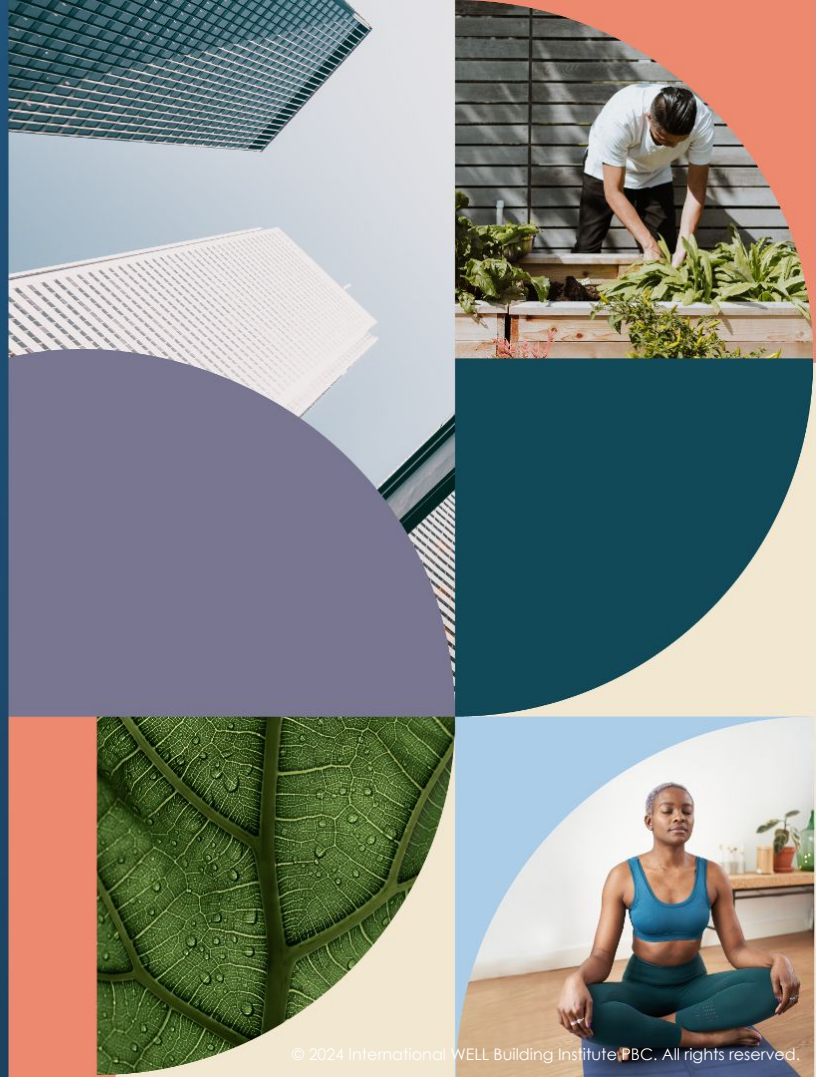




Communicating WELL to employees

TOOLKIT

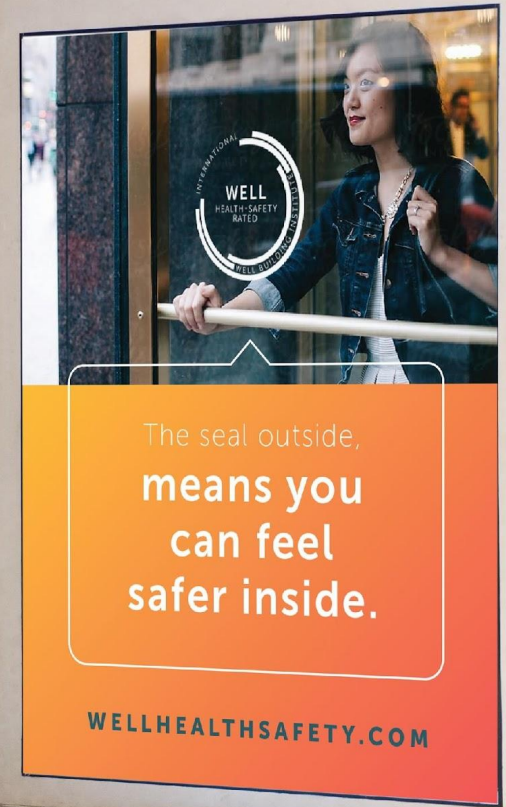


Introduction

This toolkit provides ideas for education and communication about your WELL engagement, benefits and offerings.

By communicating about your WELL efforts to employees and other stakeholders, you can make your staff more aware of, involved in and committed to the health and well-being culture at your organization.

If you would like to add examples to this toolkit of how your organization communicates and engages employees in WELL initiatives, please reach out to education@wellcertified.com



Tools and resources

Welcome to WELL Toolkit - available to registered v2 projects in WELL Online on the Promotions tab in the Engagement Materials section.

- [WELL promotion and marketing guidelines](#)
- [WELL language library](#)
- [IWBI trademark usage and brand guidelines](#)
- [Celebrate your WELL at scale engagement](#)
- [Celebrate your WELL Certification enrollment](#)
- [Celebrate your WELL Rating enrollment](#)
- [WELL Health-Safety Rating Marketing and PR Guidelines](#)
- [WELL pre-approved survey providers](#)
- [How WELL Certification can help you build brand equity](#)
- [Telling the WELL Core story](#)

Communication planning questions

In what stage of your WELL commitment are you? What are your plans for the near future and long term?	
What are some of the goals you have for your WELL commitment?	
How do you communicate and engage with your employees generally about the organization's work?	
Who should be involved in communications to employees about your WELL initiatives, goals, strategies and achievements?	
What are you hoping to accomplish as a result of communicating with your employees about your health and well-being initiatives, including WELL?	
What kind of communications support would you like IWBI to provide?	

Toolkit table of contents

- Introductory communications
- Progress communications
- Onboarding/recruitment materials
- Space communications
- Regular internal communications
- Events and activities
- Workplace standards
- Individualized offerings

**Use the bookmarks to navigate through the toolkit*

Introductory communications

Beginning your WELL commitment is a milestone worth celebrating! Bring your whole organization onboard to your health and well-being journey from the start.

EXAMPLES INCLUDE

1. Newsletter/email communications
2. Town halls
3. Develop a landing page dedicated to showcasing your WELL commitments
4. Press release/announcement

Newsletter/email communications

Bring your employees onboard your health and well-being journey to help them plan for upcoming changes and adopt new behaviors.

1

Welcome to WELL

Did you know that we spend about 90 percent of our time indoors? That's roughly 22 hours each day. This means that the quality of our indoor environments – from the amount of daylight we experience, to the quality of our indoor air, to temperature and humidity, to the types of food that surround us, and so much more – can have a tremendous impact on our overall health and well-being.

At [X business], your health is our priority. We believe that a space has the power to positively impact every employee's health, safety and well-being, including yours. And that's why we're so pleased to share the news about [the WELL Health-Safety Rating or WELL Certification].

We collaborated with a team of [designers, architects, facilities managers, building scientists, and human resource professionals – *customize*] to introduce an array of positive, health-focused changes. [Ergonomic furniture, water quality standards, circadian lighting, and outdoor physical activity spaces – *customize*] are just a few features we've incorporated that are informed by the [WELL Building Standard™](#) (WELL™).

[WELL](#) combines best practices in design, construction and operations with evidence-based scientific research – harnessing buildings as vehicles to support human health and well-being. Beyond the physical features, WELL also informs our organization's policies and protocols, from the benefits we provide to our employees to the operational protocols we follow to keep our space safer and healthier.

When you get a chance, explore the new features in our space and in our policies, and consider how they impact your comfort, routine, happiness and well-being at work.

Interested in learning more? Here are a few ways to explore the changes, starting today:

- *Customize bullets to highlight features being pursued – ideas below*
- [Learn more about the evidence-based cleaning protocols we've put in place by reviewing our WELL Feature Guide.]
- [Try out one of our new sit-stand desks]
- [Learn more about how [Company Name] supports your mental health and well-being through our commitment to mental health education, programming and initiatives]
- [Take the stairs – and notice the new details in the stairwells that might encourage you to take them more often]
- [Breathe easier knowing that we've met performance-based standards and implemented air filtration and ventilation strategies to support indoor air quality]
- [Fill up your reusable water bottle at one of the new hydration stations to stay hydrated all day long]
- [Admire the natural elements (plants, water, light) integrated in the building design]
- [Feel a sense of security knowing that [Company Name] has developed an emergency management plan and supporting resources]
- [Grab lunch in our new cafeteria area, where you can mingle with your colleagues for a mental break and find healthy snacks]

You can also learn more about our [WELL certification or WELL Health-Safety Rating] at [wellcertified.com](#). Please note that while WELL is based on evidence backed strategies, an individual's health and well-being is determined by a number of factors and there can be no guarantee that an individual will be healthy or that space will be free of pathogens.

Stay tuned for more information on your new space. Welcome to WELL!

Available in the Welcome to WELL Toolkit.

The Welcome to WELL Toolkit is available to registered v2 projects in WELL platform on the Promotions tab in the Engagement Materials section.

Introductory email

What's WELL?

Something new is coming to [Organization] to help enhance our ways of working! We are now using the WELL Standard - the world's leading standard for healthy workplaces - to help ensure that our organization's policies, designs and programs support well-being.

What does that mean for you? The WELL Standard will help us validate that our company policies are aligned with evidence-based practices to support people's mental health and work-life balance; our office designs foster healthier indoor air quality, natural light, ergonomic furniture and ways to be active; and our operations protocols prioritize healthy materials selection, cleaning and maintenance. The WELL Standard includes hundreds of strategies based on scientific research about what humans need to thrive.

Applying WELL strategies will help us to prioritize employee health and well-being; the WELL program will help to validate and further guide our organizational strategies. Check out the [WELL Standard](#) to learn more about its health-focused strategies and approach!

What's planned with WELL

You'll be seeing some changes to our headquarters over the coming months, as well as in our satellite offices. We are *beginning our WELL journey with ways to increase our movement and physical health*. As one initial step, we'll be installing *sit-stand desks in our offices*, to provide opportunities for activity even when you're working on your computer. This will be paired with *enhancing workstations to provide comfortable set-ups for employees*, including adjustable monitor screens and, for workstations where laptops are used, supplemental keyboards, computer mice and laptop stands - which aligns with the [Ergonomic Workstation Design](#) feature in the WELL Standard.

In addition, we'll be pursuing one of WELL's achievement benchmarks across all of our offices in the next year - *the WELL Health-Safety Rating*. This rating will help our organization to validate that we're meeting several important strategy areas for our offices' operations and vetted policies, including that:

- We have policies in place addressing sick leave, health plans, and mental health resources for employees.
- Our organization's emergency preparedness plans and protocols are aligned with evidence-based best practices.
- Our operational protocols prioritize people's health and safety through regular air and water quality monitoring, maintenance of our air filtration systems and robust cleaning standards.

We'll keep you updated about our progress with WELL, and please reach out to [Contact] with any questions or suggestions!

WELL at scale introductory email

Our journey towards a healthier workplace begins with WELL

Dear Colleagues,

Your health matters. That's why I'm thrilled to announce that [Organization] is embarking on an exciting new chapter in our commitment to employee well-being. We have joined a program called WELL at scale through the International WELL Building Institute, a leading global organization for transforming health and well-being in buildings, organizations and communities. In embarking on this journey, we aim to be a leader in health and to make strides towards our people-centric goals, from [supporting our workforce development and engagement] to [increasing resilience, health and safety levels organization wide].

What is WELL? WELL is the application of the WELL Standard, the world's leading framework for creating healthier workplaces through evidence-based strategies. Applying the WELL Standard at scale, we can guide our action along with top-tier organisational priorities, helping enable every employee, regardless of their work location, to benefit from our commitment to a people-centric work environment and culture. To be recognized under WELL designations, we undergo third party verification confirming we meet the WELL requirements.

Our WELL journey: From the first steps of our enrollment in the program, we are planning a long-term health and well-being strategy that ties into our organizational goals. We are involving stakeholders from multiple departments and regions to develop a unified vision for

well-being throughout [Organization]. We're taking an agile, iterative approach that will allow us to:

- Be recognised for our policies, operational protocols and designs that already align with WELL strategies
- Make data-driven decisions about workplace well-being to prioritize future improvements
- Continuously assess and enhance our initiatives based on results

What this means for you: Over the coming months and years, you'll see positive changes in various aspects of your work environment, such as:

- [Enhanced workplace design focusing on natural light, air quality, and ergonomic solutions]
- [Strengthened policies supporting mental health and work-life balance]
- [Improved facilities management prioritizing your health and safety]
- [New programs and initiatives promoting physical and mental well-being]
- [Regular assessment and feedback opportunities to ensure we're meeting your needs]

Get Involved: Your voice matters in this journey. Throughout our WELL engagement, we are committed to evaluating and revising offerings to maximize impact on our people. We've created a dedicated, cross-departmental team to oversee our WELL strategy, led by [Contact]. If you wish to be a part of this team, reach out to them at [email] with questions, suggestions, or feedback.

We're excited to have you join us on this journey toward creating a healthier, more supportive workplace for everyone at [Organization]. Watch for regular updates as we progress in our WELL journey.

Town halls

Let your employees know you value their input and make them a part of your decision making.

2

Town hall agenda

- 5 min Opening remarks
- 10 min Introduction to WELL
- 20 min Our organization's well-being goals and focus with WELL
- 15 min Timeline - what to expect this year
Highlight any specific new strategies being vetted or implemented
- 20 min How you can engage in these efforts & opportunities to support your well-being
- 20 min Q&A/Feedback

ORGANIZATIONAL GOALS

- Foster local and global community health impacts
- Advance diversity, equity and inclusion in the workplace
- Demonstrate holistic health and well-being leadership

PEOPLE GOALS

- Increasing employee engagement and productivity

RECOGNITION GOALS

- **Improve outcomes:** Improve and third-party validate performance outcomes
- **Benchmark:** Benchmark performance across your locations and in comparison to other organizations
- **Attain WELL achievements:** Earn market-recognized awards by location, including WELL Precertification, WELL Certification and/or a WELL rating

Reviewed and discussed as part of WELL onboarding and in check in calls.

Project teams and WELL coaches complete a goals module to help organizations develop a targeted approach to health and well-being.

Develop a landing page dedicated to showcasing your WELL commitments

Share your commitments to your employees on an informational webpage for all to see and learn from.

3

Showcase WELL commitments online

<https://www.skanska.ro/what-we-do/workplaces/well-being/Skanska-does-it-WELL/>



Air

On the inside, air can be anywhere between 2 to 5 times more polluted than on the outside.

Clean air means a lower risk of respiratory and cardiovascular diseases, and is implicitly quantified in reducing health costs and increasing employers' productivity.

Skanska buildings that are WELL certified are integrated with an air filter system that reduces pollution and stops the CO2 concentration from reaching dangerous levels.

Skanska guarantees air quality through the building's characteristics: toxic materials such as asbestos and lead are excluded from the construction process. Also, WELL projects implement antimicrobial and antifungal measures and high performing ventilation systems.

Press release/ announcement

Share your commitments more
broadly with your community.

4

Press release templates

Full press release templates available in the knowledge base article, [Celebrate your WELL at scale engagement](#).

[ORGANIZATION] ANNOUNCES ENTERPRISE-WIDE ENGAGEMENT IN WELL AT SCALE

Organization-level participation in WELL signifies a holistic and strategic commitment to advancing health and well-being for [employees, tenants, residents, customers, and investors]

(City, Date) – [Organization] announced today plans to advance its commitment to human health and well-being through enterprise-wide participation in WELL offered by the [International WELL Building Institute](#) (IWBI). The commitment signals a comprehensive application of the [WELL Building Standard](#) (WELL or WELL Standard), a library of holistic evidence-based building and organizational strategies across 10 core focus areas that, when implemented, can help organizations meet specific health and well-being goals and put people at the center of their environmental, social and governance (ESG) strategy.

...

To date, [Organization] is committed to:

- [Elaborate on existing well-being initiatives and their alignment with WELL.]
- [List plans to enroll in WELL Certification.]
 - Taking a holistic approach to health and well-being by pursuing WELL Certification at # locations.
 - Uniting stakeholders around a shared vision for health by pursuing WELL Certification at [#] locations.
- [List plans to enroll in the WELL Health-Safety Rating]
 - Putting their commitment to health and safety out in front for everyone to see at [#] locations with the WELL Health-Safety seal.

...

Progress communications

Applying WELL is a journey. As you make progress towards your health and well-being goals, celebrate your wins and make sure to share the news with your employees.

EXAMPLES INCLUDE

1. Newsletter/email communications
2. Annual progress report
3. WELL achievement newsletter

Newsletter/email communications

Keep your employees informed on progress towards your organizational strategies, benefits + targets.

1



Workplace Well-being Weekly: April 15 - 19

C01 Health and Well-Being Promotion



Workplace Well-being

It's not surprising that many of these Friday emails are about Mind, Movement and Community, because IWBI is super-charged in these areas, which is a fact borne out in the attached [2023 WELL Summary Report](#) (see p 14) for Delos and its total of seven properties. At next week's Monday AM, Monisha will walk us through this report, which documents Delos' first WELL at Scale achievement, celebrating three WELL certifications at the platinum level, and three properties' achievements of all three ratings systems: Performance, Health-Safety and Equity (Delos, IWBI, WLL-China).

But while this email often boasts and celebrates the WELL features that benefit so many of us in our daily lives, I realize in preparing for next week's Monday AM, that there are many that never appear here. And that's a shame, because if I don't write about them, you're not going to be aware of them. And these achievements really only count if you know about them, and use them.

C10.3 Offer Bereavement Support

Here's a good example. I bet most of you know that IWBI offers bereavement support, including three days [off work](#) that don't count against your PTO allotment. But did you know that when IWBI recertified last year, those 3 days became 5?

C03 Emergency Preparedness

Here's another feature which we pursued initially in the Health-Safety Rating, and then pursued in our WELL recertification. And while you may think this [IWBI's Emergency Preparedness Plan](#) is just for in-office employees, think again. It's got lots of good info about what to do in the case of a tornado, a hurricane, and, as of April 9, I updated it with [what to do in case of an earthquake](#).

NEW! V06 Physical Activity Opportunities & V08.1 Provide Indoor Activity Spaces

Both these features were achieved for the first time during IWBI's WELL recertification last year, through an AAP on our corporate ClassPass membership. It gives all our staff - local or remote - physical activity opportunities and the global fitness studios and archive of 4,000+ on demand fitness classes all provide indoor activity spaces across our workforce.

S08.1 Provide Enhance Speech Intelligibility

IWBI achieved this feature during our WER certification and our WELL recertification last year. And while the new technology (by Biamp and Neat) is physically located at HQ, its ability to dampen ambient background noise and amplify the speaker, benefits everyone on IWBI Zoom calls, no matter their location. Recently installed Citiquiet windows in three of our four conference rooms improved speech intelligibility even more as outdoor street traffic noise is entirely eliminated!

C15.1 Promote Business Continuity

IWBI first achieved this feature upon certifying in the Health-Safety Rating. Should we ever face another org-wide emergency such as the pandemic, we now have a set of protocols to follow - with leadership assigned to every task - to ensure no interruption to our finance and technology systems including computers, platforms and phone lines,

C18 Support Victims of Domestic Violence

IWBI first pursued this feature when we certified in the Health-Safety Rating. Then the feature was further developed in WER and WELL, and we met the criteria for this more enhanced feature as well upon re-certifying last year. This means that we have a protocol for incidence reporting; victims are permitted flexible working arrangements, 10 days of paid leave distinct from PTO and are offered resources; and education about preventing domestic violence is offered annually to all employees. Please read full policy in the [Delos-IWBI Supplemental Employee Policy Manual](#) (pp 23-24).

Monisha and I look forward to telling you more about the 2023 WELL Summary Report, and stories behind IWBI's WELL recertification, at next week's Monday AM.

Enjoy the weekend,

Annual progress report

Analyze your progress to help you track,
benchmark and plan for the future.

2

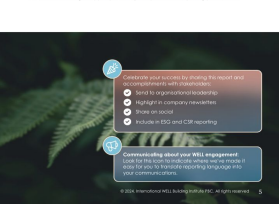
WELL Annual Reports

2024 WELL Annual Report

Celebrating your health leadership and impact through WELL

Moving the market, leading the way

As 2024, as the WELL Standard celebrated a decade of impact, we also supported the 10th anniversary of WELL's creation, celebrating how the standard has helped health and wellness become a core part of the organization's mission. The WELL Standard is a global impact measure for the built environment, and we are proud to be a part of the WELL Standard's journey. We are proud to be a part of the WELL Standard's journey. We are proud to be a part of the WELL Standard's journey.



Goals and commitment

Demio Organization recognizes that providing the health of our greatest asset - your people - has been a top priority for our organization. We are committed to providing the health of our greatest asset - your people - has been a top priority for our organization. We are committed to providing the health of our greatest asset - your people - has been a top priority for our organization.

WELL is helping your organisation address top-tier goals, including:



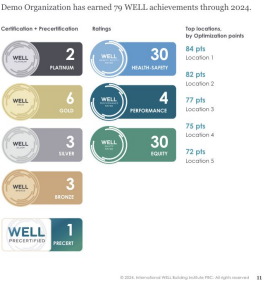
WELL engagement



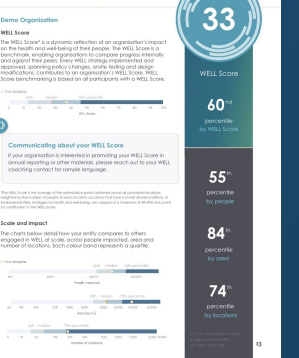
WELL achievements

As a WELL AP, your organization can pursue one of the WELL Standard's recognized goals. The WELL Standard is a global impact measure for the built environment, and we are proud to be a part of the WELL Standard's journey. We are proud to be a part of the WELL Standard's journey.

Demio Organization has earned 79 WELL achievements through 2024.



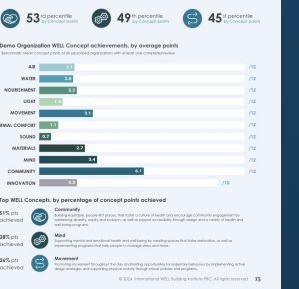
Benchmarking



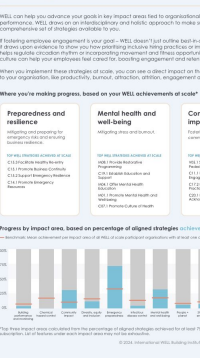
WELL concept progress

The WELL Standard is composed of evidence-based strategies across 10 concepts. As a WELL AP, your organization can pursue one of the WELL Standard's recognized goals. The WELL Standard is a global impact measure for the built environment, and we are proud to be a part of the WELL Standard's journey. We are proud to be a part of the WELL Standard's journey.

Demio Organization ranked among global performers in the following areas within the WELL Standard:



Moving the needle



SDG alignments

Aligned alignment, by SDG. Demio Organization's WELL Standard alignment with the 17 UN SDGs. The WELL Standard is a global impact measure for the built environment, and we are proud to be a part of the WELL Standard's journey. We are proud to be a part of the WELL Standard's journey.

Demio Organization has earned 79 WELL achievements through 2024.





BAGMANE

Pioneering Sustainable
Development for a Greener
Future.

Our Reports and Policies

[Sustainability Report FY 22-23](#)

[Sustainability Report FY 23-24](#)

[WELL Report 2023](#)

[WELL Report 2024](#)

[Policy Document](#)



WELL at scale Review Report

Bagmane Group
June 2024



WELL achievement newsletter

Announce your WELL
achievement and celebrate
your organization-wide efforts

3

We're vested in your health and well-being

We're proud to announce that our [location] has recently achieved [WELL achievement].

At [organization], this achievement represents more than just a milestone—it serves as independent confirmation that our methods for designing and managing our spaces, along with our policy decisions, empower everyone to belong and thrive. Our [WELL achievement] reflects [our organizational objectives centered on fostering a culture of wellness and meeting our people's needs].

Well-being and health stand at the heart of our strategy. In recent years, we've built an environment where people can perform at their best. We've:

- [share strategies]
- ...

This dedication makes our organization stronger. Workplaces that are inclusive and health-focused help us attract and keep exceptional talent, fuel creativity, and strengthen relationships with clients and communities.

[Our WELL achievement] validates our direction—while reminding us that growth continues. We'll keep tracking metrics such as engagement and retention and maintain open feedback channels.

We couldn't have embarked on this journey without [list key teams], and of course you. Let's continue prioritizing a healthy company culture together.

Onboarding & recruitment materials

Make WELL certification part of the onboarding ([C01](#)) process by teaching new employees about office design, policies and operations that support their health and well-being.

EXAMPLES INCLUDE

1. Job listing & careers webpage benefits
2. Employee onboarding deck slides
3. Employee handbook & benefits guide
4. Onboarding tour

Job listing/careers webpage benefits

Outline employee benefits and perks
in job listings or on your careers
webpage to attract new employees.

1



Position: [Position]

Location: [location]

Start Date: [Start date]

Position Summary:
[Position Summary]

Responsibilities:

- [Responsibilities]

Candidate Profile & Prerequisites:

- [Requirements]

Compensation: Salary for this position is competitive and commensurate with prior experience. A comprehensive benefits package is included for full-time employees.

Benefits include health insurance, generous paid leave, parental leave, remote work flexibility, as well as wellness and childcare subsidies. NYC-based team members work in a dog-friendly WELL Platinum Certified office with a wellness/lactation room and a regular supply of healthy snacks.

To Apply: Please submit your resume and cover letter through the following link:

[Link]

We want to hear from you! Tell us how your previous experiences will make you a great fit for this role at IWBI.

Applicants are selected based upon their qualifications for this position and without regard to the applicant's race, color, ethnic or national origin, religion, creed, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, marital or partnership status, citizenship or alienage status, veteran status, whether children are, may be or would be residing with a person, or any other characteristic protected by law.

All inquiries about the position should be directed through this link. [Link]



About the International WELL Building Institute™

The International WELL Building Institute™ (IWBI™) is leading the global movement to transform our buildings and communities in ways that help people thrive. IWBI delivers the cutting-edge WELL Building Standard™, the leading global rating system and the first to be focused exclusively on the ways that buildings, and everything in them, can improve our comfort, drive better choices, and generally enhance, not compromise, our health and well-being.

WELL v2 is a recently launched version of its popular WELL Building Standard, and the WELL Community Standard™ pilot is a district scale rating system that sets a new global benchmark for healthy communities. IWBI mobilizes the global wellness community through management of the WELL AP™ credential, convenes a global network of organizations through IWBI membership, pursues applicable research, develops educational resources, and advocates for policies that promote health and well-being everywhere.

IWBI was featured on Fast Company's World's Most Innovative Companies list in 2019.

About the WELL Building Standard™

Launched in October 2014 after six years of research and development, the WELL Building Standard is the premier standard for buildings, interior spaces and communities seeking to implement, validate and measure features that support and advance human health and well-being. WELL was developed by integrating scientific and medical research and literature on environmental health, behavioral factors, health outcomes and demographic risk factors that affect health with leading practices in building design, construction and management.

The WELL Building Standard underwent a comprehensive expert peer review process, which included three phases - scientific, practitioner and medical review. WELL Certification and the WELL AP credentialing program are third-party administered through IWBI's collaboration with Green Business Certification Inc. (GBCI). For more information, see www.wellcertified.com

Employee onboarding deck slides

Introduce new employees to the health and well-being opportunities as they acclimate to your company culture.

2

NY HQ

220 Fifth Avenue is located at the northwest corner of 26th Street and 5th Avenue at Madison Square Park.

Nicknamed the “Croisic Building,” the architect is Frederick C. Browne. Built in 1912, the building has a classic Neo-Gothic architecture and received landmark designation in 2001.



Well-being focus in our space



Air

Enabling people to breathe easier and prioritizing air quality across a building's lifetime by meeting evidence-based standards for building ventilation and air filtration, monitoring indoor air quality and reducing sources of indoor pollution associated with negative health outcomes.



Water

Promoting hydration and hygiene support, as well as fostering sustainability, high water quality and management of moisture in buildings.



Nourishment

Encouraging healthy and sustainable eating patterns by providing access to fruits and vegetables, accommodating food allergies, encouraging mindful eating, providing nutritional education, and supporting food production.



Light

Supporting visual comfort and circadian response by designing lighting environments that incorporate daylight and electric lighting to meet design and performance standards.



Movement

Promoting movement throughout the day and limiting opportunities for sedentary behavior by implementing active design strategies and supporting physical activity through robust policies and programs.

Well-being focus in our space



Thermal Comfort

Enhancing satisfaction with indoor environments by monitoring temperature and humidity conditions, utilizing enhanced system controls to provide a more comfortable environment for all, and providing flexible options to support individual thermal preferences.



Sound

Creating spaces with high-performing acoustics to support speech intelligibility, productivity, privacy and hearing health by identifying and mitigating common sources of noise through design and technology strategies.



Materials

Limiting exposure to hazardous chemicals for people and the environment by selecting safer building materials, as well as by implementing cleaning and waste management policies that meet evidence-based standards for health and safety.



Mind

Supporting mental and emotional health and well-being by creating spaces that foster restoration, as well as implementing programs that help people to manage stress and thrive.



Community

Building equitable, people-first places, that foster a culture of health and encourage community engagement by addressing diversity, equity and inclusion, as well as support accessibility through design and a variety of health and well-being programs.



Workplace well-being benefits

- **Well-being stipend** – Use to support your individual health and well-being
- **Ergonomics** – 1:1 consultation with certified, professional ergonomist ([V11](#))
- **Active commuting** – Annual membership to Citibike ([V04](#))
- **Nutrition** – Wednesday Homemade in office, virtual cooking classes ([N07](#))
- **Volunteer Time Off** – Two days annually ([C11](#))
- **Quiet Fridays** – No internal meetings; reserved for focused work ([M05](#))
- **IWBI Restorative space** – A Wellness room at IWBI HQ to rest, meditate or just find quiet time

Social Gatherings

- **Health challenges** – Join colleagues in quarterly fitness/other challenges to stay healthy. Win prizes!
- **Book/film discussions** – Colleagues read a book or watch a film together quarterly and participate in a group discussion.
- **Wednesday HOMEMADE** – Homemade vegan lunch is provided by Workplace Well-being at IWBI HQ each Wednesday at 12pm ET (noon).
- **Thursday Happy Hour** – Join colleagues for a virtual and in-person (@IWBI- HQ) monthly happy hour (featuring a specific cocktail/mocktail) on Thursdays at 5pm ET.
- **On Balance** – Shared resources spreadsheet: Books, 100+ recipes, discount codes, staff favorite items, mental health resources, links to 50+ fitness classes.



Sound (zoning) / Mind (space management)

[S01 Sound Mapping](#)[N08 Mindful Eating](#)

- The kitchen, which provides a place for employees to eat, is designated as a 'Loud Zone for socializing and appliances'; it is enclosed to minimize acoustics disruption to other spaces.



Sound (zoning) / Mind (space management)

S01 Sound Mapping



- The office has 'Quiet Zones' for focus and collaboration. Four conference rooms are technologically equipped with tools necessary for collaboration with, remote employees.



Sound (zoning) / Mind (space management)

[S01 Sound Mapping](#)

[M06 Restorative Opportunities](#)



- The office has a Wellness room that can be used by breastfeeding mothers for pumping, or for other purposes.
- Phone booths provide additional quiet spaces for calls.



Employee handbook & benefits guide

Help your employees learn
about all of your well-being
benefits easily.

3



C01 Health and Well-Being Promotion

Wellness stipend – Staff are granted an individual wellness stipend each year to spend on whatever supports their wellness (e.g. gym membership, race entrance fees, sports equipment, massage, CSA subscription, class, etc.) The stipend for 2023 is \$---. Contact --- if you're unsure if something qualifies.

Active commuting – The organization pays your annual bike share subscription. If joining bike share in a different city, submit for reimbursement in ---.

ClassPass – The organization's corporate partnership affords staff the choice of a free monthly ---credit plan, a ----credit monthly plan or a ----credit monthly plan.

Wearable – The organization pays --- USD every two years toward a wearable fitness your choice.

Ergonomics – Request 1:1 consultation from --- with a professional ergonomist at time of onboarding, annually if needed, and upon returning from a leave of absence, if needed. The organization helps purchase equipment to support your ergonomic health. The organization also offers twice yearly group workshops.

Meditation – Annual subscription to [meditation app]; request from ---. Also, download [meditation app] for free from the App store, using your company email address.

Donation matching – The organization matches annually up to --- USD of staff charitable contributions to registered not-for-profit organizations.

Volunteer Time Off (VTO) – Staff receive two days (16 hours) off from work to volunteer in the local community with an organization of their choice.

Volunteer with colleagues – Register with [volunteering organization] to participate in volunteer opportunities with colleagues throughout the year. Check [communications channel] volunteering suggestions.

Voting time off – Staff receive two hours off from work to vote on Election Days.

Health challenges – Join colleagues in quarterly fitness/other challenges to stay healthy. Win prizes!

Book/film discussions – Colleagues read a book or watch a film together quarterly and participate in a group discussion.

Snack 'n Chats – In these informal get-togethers, colleagues trade tips and tricks on staff-generated topics including organization, time management and email management.

Wednesday HOMEMADE – Homemade vegan lunch shared by HQ office staff | recipes shared weekly in [communication channel].

On Balance – Shared resources spreadsheet: Books, 100+ recipes, discount codes, staff favorite wellness items, mental health resources, global restaurant guide, a staff suggestion box and more!

Happy Hour from HQ – Join colleagues Thursdays 5:00pm ET on Zoom or at HQ for weekly social hours.

Virtual Cooking Classes – Join colleagues online to learn world cuisines from home chefs! We've done Chinese dumplings, Moroccan tagines, and Vietnamese cooking. Where around the globe will '23 take us?

Workshops/Trainings – Offered close to monthly and professionally-led, the organization offers staff trainings on healthy living topics that have included active dwellings for seniors, air quality awareness, ergonomics, ESG, gender non-conformity, healthy cooking, neurodiversity, stress management, Mental Health First Aid, fitness and nutrition, financial health, Seasonal Affective Disorder and volunteering.

Weekly wellness updates – Look out for Friday emails from Workplace Wellness for regular updates on the organization's programming and health/wellness topics of interest.

Comp days – Request from manager if needed after project periods requiring longer hours than usual.

Employer-supported childcare – ---USD annual reimbursement for childcare (at tax-filing organization) for any one child under 16 years of age in your family.

Tobacco cessation – Available through the organization's health insurance and Employee Assistance Programs.

Substance use services – Available through the organization's health insurance and Employee Assistance Programs.

Domestic violence emergency assistance fund – For employees sheltering from domestic violence, reach out to ---. The organization can also connect you with helpful resources. Please see domestic violence reporting protocol in the organization's Supplemental Policies.

Onboarding tour

Highlight your well-being amenities and WELL features for new employees and introduce them to what sets your space apart, whether it's through a live or digital tour.

4



Onboarding tour agenda

- 1 min Welcome
- 5 min Common areas
Thermostat control, window operability, local art overview
- 2 min Restrooms/Toilets
Accessibility features
- 2 min Conference rooms and phone booths
Booking details, acoustic properties
- 5 min Desk station orientation
Desk and chair ergonomics features, ergonomics consultation, task lighting
- 5 min Kitchen
Lunch break rules, food options (nutritional content+allergen details), water filtration
- 10 min Benefits highlights + questions
Commuter benefits, Volunteer Time Off (VTO) opportunities, gym memberships

Space communications

There's nothing like WELL signage around the office to remind staff of their filtered water (and how much to drink daily) ([W02](#)), pure air ([A01](#)), restorative opportunities ([M06](#)), point out sound reducing surfaces ([S05](#)), glare control of electric lights ([L04](#)), and ergonomic workstations ([V02](#)).

EXAMPLES INCLUDE

1. Onsite signage - General
2. Onsite signage - Initiative/feature specific
3. Screens (in elevators, lobbies, common areas)

Onsite signage - General

Integrate spatial cues to bring awareness of your commitment to health to all those in your space. Consider both physical and digital signage.

1

Welcome to your new space!

Look around....



We're implementing people first strategies in this space with your health, happiness and well-being at top of mind. Throughout the space, we're incorporating features that fall within the ten concepts of the WELL Building Standard™ (WELL™): Air, Water, Nourishment, Light, Movement, Thermal Comfort, Sound, Materials, Mind and Community. These concepts form the foundation of buildings that promote human health. Welcome to WELL!



Available in the Welcome to WELL Toolkit

The Welcome to WELL Toolkit is available to registered v2 projects in WELL Online on the Promotions tab in the Engagement Materials section.



When you see the WELL at scale mark, you can trust that we are committed to the highest standards for health and well-being across all of our locations around the world

Refer to IWBI's [trademark guidelines](#) for more information on using WELL marks.

Onsite signage - Initiative/feature specific

Highlight the specific initiatives in
your space that support health and
educate on why they matter

2



Breathe deeply

Filtration and ventilation systems in this space reduce the buildup of indoor pollutants, to help make the air you breath cleaner and healthier.

The WELL Building Standard (WELL)™
Feature A03: Ventilation Design

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Freeze-free zone

Your office space uses engineering standards for building design and thermal comfort to support improved mood, focus and productivity while you're at work.

The WELL Building Standard (WELL)™
Feature T01: Thermal Performance

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Reach out

Your space offers mental health services, including screenings and support. Don't be afraid to ask for help. We all need a hand sometimes.

The WELL Building Standard (WELL)™
Feature M03: Mental Health Services

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Take a bite

Your office has made it easy for you to consume fruits and vegetables— check out your daily food offerings.

The WELL Building Standard (WELL)™
Feature N01: Fruits and Vegetables

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Available in the Welcome to WELL Toolkit

The Welcome to WELL Toolkit is available to registered v2 projects in WELL Online on the Promotions tab in the Engagement Materials section.



Digital screens

Feature your achievements and share your organizational values to all who enter your space.

3

EXAMPLE

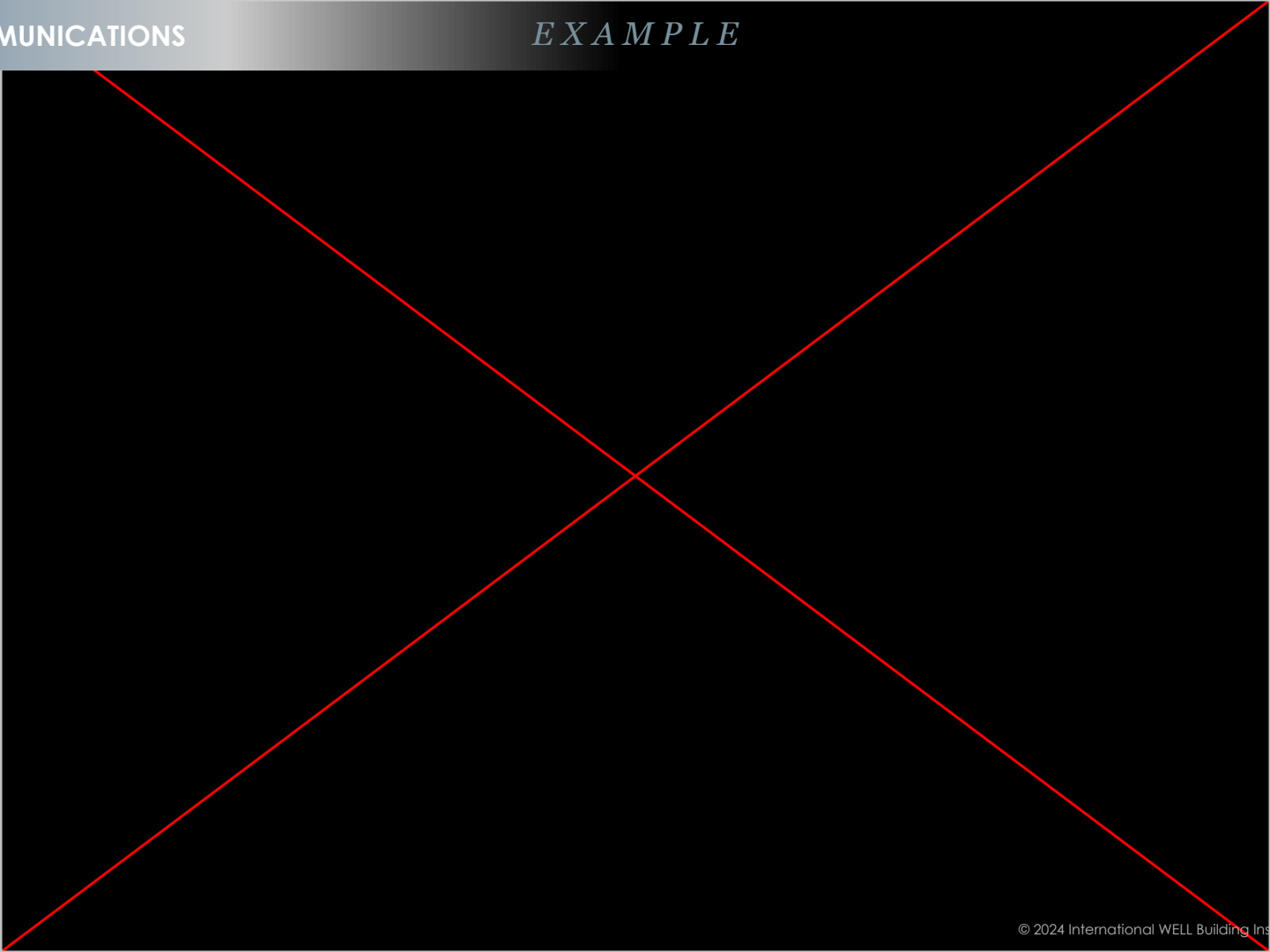
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Regular internal communications

Use awareness months to highlight WELL features that support mental and/or community health.

EXAMPLES INCLUDE

1. Newsletter
2. Internal health & well-being resource/directory
3. Well-being communications channel

Newsletter

Start a weekly Workplace Well-being newsletter to showcase upcoming programming or new WELL features your organization is pursuing or has achieved.

1



Workplace Well-being Weekly: April 24-28

V09 Physical Activity Promotion

Workplace Well-being

It's time for an **IWBI fitness challenge!** I'm thinking triathlon. Let's go BIG! But with some modifications. Afterall, we are reasonable folk.

Our org-wide triathlon will span the first three weeks of May, beginning next Monday, May 1.

WEEK 1 (May 1-7) will be our **RUNNING** week. You can also **JOG** or **WALK**. We're going for greatest distance in all three weeks. So track your mileage each day on your fitness tracker or phone and log your mileage into the [Triathlon tab in On Balance](#). You can **RUN/JOG/WALK** outdoors, on a treadmill, at a gym, in a workout class, on the tennis court or when playing soccer, rugby or ultimate frisbee, etc. The possibilities are limitless!

WEEK 2 (May 8-14) will be our **BIKING** week. If you don't have a bike, use one at your gym. Or sign up for a free Citibike membership (email me) or other urban bikeshare program, compliments of IWBI. If you're using our Corporate ClassPass membership, you can sign up for open hours at a gym and ride a stationary bike there or sign up for a rental bike on ClassPass. If you're not signed up for ClassPass and want to be, just respond to this email and I'll help you get set up. Remember to record your mileage each day in On Balance.

WEEK 3 (May 15-21) will be our **SWIMMING** or **ROWING** week. Depending where you live, you may have less access to an indoor swimming pool. Although there are lap swims and aquatic exercise classes available in ClassPass in many locations. Here in NYC, you can do early morning lap swims at Riverbank State Park for just \$30/month; lap swim late in the day there is totally free. If you don't have access to a pool, then try rowing. There are loads of indoor rowing fitness classes on ClassPass where you use a stationary rowing machine. Many gyms have them too. Or if you have access to a scull, take one out on a nearby lake or river for an outdoor row.

LOOPHOLE RULE

So, say there's a week here in which you absolutely hate the activity. You can sub out any one of the three weeks with an activity of your choice. So if you love yoga, but hate swimming, you can do yoga for a week instead of swimming/rowing. But you may not get too much mileage out of yoga. If you love to bike, then do it for two weeks. Same for running or swimming/rowing. Or you could jump rope for a week. Or kickbox.

STRENGTHEN YOUR MENTAL HEALTH

IWBI celebrated Mental Health Awareness Month early this year - in April instead of May - with our three stress reduction workshops. One key stress reliever we learned about is **PHYSICAL MOVEMENT**. So in the name of strong mental health - and to practice one of the stress reduction techniques we learned in April - let's get ready to **MOVE IN MAY!!**

PRIZES

Participants with the most mileage at the end of the three weeks will take 1st, 2nd and 3rd places and be announced at May 22's Monday AM. Prizes will be \$300, \$200 and \$100 gift cards to sporting goods store of your choice, or to a local gym where you can take workout classes for the value of your prize.

Enjoy the weekend,



Workplace Well-being Weekly: April 15 - 19

[C06 Health Services and Benefits](#)

Workplace Well-being

It's not surprising that many of these Friday emails are about Mind, Movement and Community, because IWBI is super-charged in these areas, which is a fact borne out in the attached [2023 WELL Summary Report](#) (see p 14) for Delos and its total of seven properties. At next week's Monday AM, Monisha will walk us through this report, which documents Delos' first WELL at Scale achievement, celebrating three WELL certifications at the platinum level, and three properties' achievements of all three ratings systems: Performance, Health-Safety and Equity (Delos, IWBI, WLL-China).

But while this email often boasts and celebrates the WELL features that benefit so many of us in our daily lives, I realize in preparing for next week's Monday AM, that there are many that never appear here. And that's a shame, because if I don't write about them, you're not going to be aware of them. And these achievements really only count if you know about them, and use them.

C10.3 Offer Bereavement Support

Here's a good example. I bet most of you know that IWBI offers bereavement support, including three days [off work](#) that don't count against your PTO allotment. But did you know that when IWBI recertified last year, those 3 days became 5?

C03 Emergency Preparedness

Here's another feature which we pursued initially in the Health-Safety Rating, and then pursued in our WELL recertification. And while you may think this [IWBI's Emergency Preparedness Plan](#) is just for in-office employees, think again. It's got lots of good info about what to do in the case of a tornado, a hurricane, and, as of April 9, I updated it with [what to do in case of an earthquake](#).

NEW! V06 Physical Activity Opportunities & V08.1 Provide Indoor Activity Spaces

Both these features were achieved for the first time during IWBI's WELL recertification last year, through an AAP on our corporate ClassPass membership. It gives all our staff - local or remote - physical activity opportunities and the global fitness studios and archive of 4,000 + on demand fitness classes all provide indoor activity spaces across our workforce.

S08.1 Provide Enhance Speech Intelligibility

IWBI achieved this feature during our WER certification and our WELL recertification last year. And while the new technology (by Biamp and Neat) is physically located at HQ, its ability to dampen ambient background noise and amplify the speaker, benefits everyone on IWBI Zoom calls, no matter their location. Recently installed Citiquiet windows in three of our four conference rooms improved speech intelligibility even more as outdoor street traffic noise is entirely eliminated!

C15.1 Promote Business Continuity

IWBI first achieved this feature upon certifying in the Health-Safety Rating. Should we ever face another org-wide emergency such as the pandemic, we now have a set of protocols to follow - with leadership assigned to every task - to ensure no interruption to our finance and technology systems including computers, platforms and phone lines,

C18 Support Victims of Domestic Violence

IWBI first pursued this feature when we certified in the Health-Safety Rating. Then the feature was further developed in WER and WELL, and we met the criteria for this more enhanced feature as well upon re-certifying last year. This means that we have a protocol for incidence reporting; victims are permitted flexible working arrangements, 10 days of paid leave distinct from PTO and are offered resources; and education about preventing domestic violence is offered annually to all employees. Please read full policy in the [Delos-IWBI Supplemental Employee Policy Manual](#) (pp 23-24).

Internal health & well-being resource/directory

Develop a centralized resource to help employees navigate all of your offerings.

2

[illegible]

Well-being communications channel

Create a way for employees to share events, articles, etc. with each other.

3



Events and activities

What better way to activate your health and well-being initiatives than to offer live or virtual opportunities to learn, celebrate, connect and recharge?

EXAMPLES INCLUDE

1. Diversify activities to make them current and relevant
2. Celebrate aspects of place, nature and employees' heritage
3. Historical acknowledgements and connections with community
4. Diversify your health and well-being initiatives and make them fun
5. Workplace well-being committee
6. Hold a WELL plaque ceremony

Diversify activities to make them current and relevant

- A. Host a fitness challenge ([V09](#)) or virtual healthy cooking class ([N07](#)) during Heart Health month in February.
- B. Organize group volunteering ([C11](#)) in January and June to celebrate MLK Jr. and Juneteenth.
- C. Have your workplace book club read a book about neurodiverse experiences during Disability Pride Month in July.
- D. Schedule an expert to present ([M04](#)) to staff about Seasonal Affective Disorder (SAD) the month before autumn days become shorter and darker.

1



Juneteenth

Human Resources

Hi all,

Juneteenth is next Monday, June 19. While this is not an official company holiday for IWBI, we encourage staff to volunteer in their communities in observance of Juneteenth. If you do, you may take the remainder of the day off.

Thursday, June 22, is considered Juneteenth institutional day of service for IWBI. We have moved Monday AM, June 19 to Tuesday, June 20, in case you would like to volunteer on Monday, June 19. This accommodation is to ensure this opportunity is available to all.

If you're volunteering this week or next week in the spirit of Juneteenth, that is considered participation in the IWBI day of service, so there is **no** need to take VTO. If you are planning on volunteering, you don't need to submit a VTO request via ADP but please be in conversation with your manager, so they know you'll be offline.

IWBI will be doing a group volunteer project in New York City in observance of Juneteenth on Thursday, June 22. The 16 slots are currently full in On Balance ([Juneteenth tab](#)), but if you are interested in possibly volunteering that day with the group at West Side Campaign Against Hunger, please add your name to one of the back-up slots and Susan will contact you if a space opens up.

For those who will volunteer, we encourage you to share your volunteer experience in the coming weeks in the **shoutouts** Slack channel with some great photos.... don't forget to wear your IWBI t-shirt ☺.

Enjoy volunteering, and remember to record what you do in the [VTO tab](#) in **On Balance**; there is a Juneteenth section.

Kind regards,



Q Search IWBI



IWBI ▾



Home



DMs



Activity



More

comm-interns-man...

forum-approvals

general

nyc-office

product-progress...

random

slack-support

team-commercial

well-conference-20...

well-forum-content

wellconference2024

workplace well-being

+ Add channels

workplace well-being



January 31st, 2023 ▾

**workplace-wellness**

3:58 PM

On February 7, 6:00-7:30pm ET, we'll be having a virtual, hands-on **Chinese Cooking class** to celebrate the New Year. The menu is completely vegan: There are 5 spots remaining if anyone's interested in joining. Just let me (Susan) know.



MENU:

**workplace-wellness**

3:58 PM

-Ye Ye's Eggplant salad

-Vegan stir-fried noodles with dried tofu, mushrooms, and other vegetables of choice



7 replies

Last reply 1 year ago

February 2nd, 2023 ▾

Celebrate aspects of place, nature and employees' heritage

At staff social events, celebrate aspects of place, nature ([M02](#)) and employees' heritage in the drinks you mix, the food you serve, the art you create together, and in the games you play.

2

At IWBI, we are committed to fostering an inclusive and diverse workplace where everyone feels valued and respected. As part of our ongoing efforts to recognize and celebrate the diverse backgrounds and experiences of our employees, we invite you to participate in our 2024 DEI calendar survey.

Based on the results of this survey, each month, the DEI committee will highlight a culturally important day, event, observance, or holiday and ask staff to volunteer to share more on its significance to them, their family, culture and/or community during a Monday AM segment.

The purpose of this survey is to gather input from you regarding special observances that are important to you. We would like to ensure that IWBI's DEI calendar reflects significant cultural and religious days as well as other events that hold meaning for our diverse staff. Your participation in this survey will enable us to create an inclusive calendar that recognizes and celebrates the unique identities and contributions of all our staff.

Please consider events, observances or holidays, including non-dominant holidays that are significant to you, your culture and/or your community. Include both cultural and religious observances, as well as awareness months or days that are important to you. Please feel free to suggest any additional information or resources that could enhance our understanding and support of these observances and holidays.

Thank you for your continued support in making IWBI an inclusive and welcoming workplace for all. Your participation in this survey is instrumental in our collective journey towards building a more diverse and inclusive culture.

If you have any questions, concerns, or suggestions, please don't hesitate to reach out to me.

DEI Calendar survey

Community, Culture, Gatherings



Homeland tours



Global potluck

Historical acknowledgements and connections with community

At company events, make a historical acknowledgment ([C20](#)), have employees volunteer locally, or donate to a non-profit ([C11](#)) aligned with your company's values.

3



Kingston Land Historical Acknowledgement

In the spirit of truth and equity, it is with gratitude and humility that we acknowledge that we are gathered on the sacred homelands of the Esopus Munsee Lenape people, who are the original stewards of this land. Lenape roughly translates to “the original people,” Esopus means “small river,” and the clan which occupied the Hudson Valley region spoke a dialect called “Munsee.” Esopus was the name Henry Hudson gave to what is now Kingston, NY.

We acknowledge that the Esopus Munsee Lenape people have an enduring connection to this place, despite being forcibly displaced. Today, most of the remaining Munsee Lenape community resides as the Stockbridge-Munsee Community in Wisconsin, the Delaware Tribe and the Delaware Nation in Oklahoma and the Munsee Delaware Nation in Ontario.

We honor and pay respect to their ancestors past and present, as well as to future generations and we

recognize their continuing presence in their homelands. This acknowledgement, however, is insufficient without our reckoning with the reality that everyone who stands here now has benefited from these Native peoples' displacement, and it is hollow without our efforts to counter the effects of structures that have long enabled – and that still perpetuate – injustice against Indigenous Americans. We understand that our acknowledgement requires those of us who are settlers to recognize our own place in and responsibilities towards addressing inequity, and engaging with Indigenous communities to build an inclusive and equitable space for all.

This land acknowledgment is based on the land acknowledgements by [Bard](#) and [Vassar](#) Colleges and information from “The Lenape, Mohicans and Iroquois were native to New York State” article by Stephen Blauweiss and Karen Berelowitz appearing on [Hudson Valley One](#).

Diversify your health and well-being initiatives and make them fun

Find a way to engage the diverse interest of employees by offering different types of programming and track which are most impactful.

4

Workplace Well-being Weekly

Sometimes, when you're on a wild ride, and you don't even know who's driving the train, it's best to sit back and take in the scenery. Afterall, you're not in control. I'm not saying to do absolutely nothing. Do all you can to seatbelt yourself in, and your family. But once you've done all you can, well, maybe it's time to play a game of cards. And just wait 'til you know more.

In June, let's do some online activities together to relax as much as possible, have a little fun, perhaps pick up a new hobby, and see where things head. Bring your partner, your roommate, your kids, and let's distract ourselves from everything else for a few hours.

Here are some great online classes we can do together. Since they are not at ideal times for EMEA, I'm going to connect separately with EMEA to get some better times scheduled for classes you're all interested in taking.

If interested in any of the below, please sign up in On Balance in the [JUNE ACTIVITIES tab](#) ASAP, and I'll get you registered before these classes fill up. **Sign up anytime between now and Monday for next week's classes.** I'll be checking over the weekend for new sign-ups and will get you registered.

Tuesday, June 4, 6:00-7:30 p.m. ET - Build Your Journaling Practice

In this class, we'll explore different methods of journal writing and drawing to find the best practice to fit what you need. Maybe you need more gratitude, a perspective shift, a creative routine, or a way to get out of your head and into your body, onto the page. Life isn't a one size fits all endeavor, and neither is your journaling practice.

This class is perfect for anyone who wants to begin to journal but doesn't know how; for creatives with an established artistic practice; or anyone who wants to infuse their lives with creative habit and routine.

Tuesday, June 4, 8:00-9:00 p.m. ET - Grounded in Gratitude: Meditation and Journaling

How can gratitude, writing, and body aware shift our focus and bring more clarity and joy into our daily lives? In this class, we'll explore gratitude visualization, ways to build gratitude into a body/mind creative practice, and how to incorporate this practice into daily journaling -- three amazing tools we can use to stay grounded on the path of self-discovery.

Come prepared to write, breathe, move, and reflect as you set the foundation for a clarifying, expressive experience.

Monday, June 10, 6:00-7:30 p.m. ET - Gut Health

Your digestive system is home to over 70% of your immune system! So it's crucial to keep your gut in tip-top shape in order to maintain good health. We will discuss the difference between good and bad bacteria and explore how each affects everything from your energy level to your mood.

We'll focus on how to strengthen your digestion, create better eating habits, and introducing fermented foods, herbal medicine, and other supportive foods into your diet.

Wednesday, June 12, 7:00-8:45 p.m. ET - Seasonal Fruit Galettes

Trendy and tricky enough to interest seasoned pie bakers yet approachable enough for those too intimidated by pies, galettes will become your new conduit for seasonal produce. In this hands-on class, bakers will tackle sweet galettes with the seasonal fruit of your choice, like mixed berries, apples, cherries or rhubarb. You apply the basics of preparing and handling galette pastry. You'll learn how to prepare and arrange fruity galette fillings so that their texture is divine and they also look stunning. And we'll make some fresh whipped cream to top them off.

This is a hands-on virtual class.

Gluten free and vegan friendly recipe variations are available. No special tools, equipment or ingredients needed.

All ages welcome and encouraged.

Thursday, June 27, 7:00-9:00 p.m. ET - Endless Summer: The Transformative and Magical Pull of Memory

What is so irresistible about summer? Why do these three months hold such sway over our collective imaginations? During this engaging two-hour class, we will delve into stories by John Cheever, Sarah E. Ruhlen, and Karen Russell. Together, we will explore how these themes and questions manifest themselves in the fiction we consume. So, however you are enjoying your summer, we invite you to revel in the season with a discussion of three stories celebrating the magic of those lazy-hazy-crazy days of summer.

Activities Requested by IWBI Staff

What you'll also find in On Balance are some of the more popular activities that many of you requested in our last WW poll on April 29. Put your name down if interested by next Friday, June 7, and I'll find a time that suits everyone listed, and a teacher. The most popular activities staff requested that you can sign up for are:

Cooking (tell me what kind if you have a particular cuisine in mind)

Crochet

Cross stitch

Knitting

Drawing/sketching

Painting

Photography

Pottery

Activities such as photography and pottery will likely need to happen locally and in person, but we can figure that out if anyone's interested.

Workplace well-being committee

Form a group that can drive
and report out on activities.

5

Organizational development [Michelle | Susan]

Planning

- Thank you for joining last week's Q1 lookback/Q2 kickoff & thank you for your participation in the polls.
- If you'd like to be a part of the planning group for the virtual all staff in June, please email Michelle & Susan.

Workplace Wellness

- Thanks for your WW input! Who would like to join the new IWBI Workplace Well-being Committee?
- I'll reach out this week to our various regions re group volunteering next month
- The Minimalist Mindset w/ Dara Zyberman, next Wednesday, May 15, 6:00-7:00 p.m. ET - will be RECORDED
- Wishing everyone a phenomenal WELL Conference!

[Audio Transcript](#)[Chat Messages](#)

Thanks, Michelle. Hi, everyone thank you as well for your input last week in the poll for workplace wellbeing. We had a lot of terrific ideas which I put out in last week's Friday email. And if you would like to join the new Iwi Workplace Wellbeing committee, please let me know, and thanks for that idea, Victoria.

I'll reach out this week to our various regions regarding group volunteering next month. So la London, DC, Melbourne, and we'll see who is interested, and I'm happy to help anyone get together a volunteer project to work on

[Resume autoscrolling](#)

00:19:23 / 00:30:08



Speed



2024-05-06 10:18:00

Hold a WELL achievement event

Celebrate your hard work and share your achievements with your stakeholders.

6

EVENTS AND ACTIVITIES



EXAMPLE



Workplace standards

Empower employees to incorporate health and well-being practices and goal-setting into their regular work responsibilities.

EXAMPLES INCLUDE

1. Integrate health and well-being goals into annual OKRs
2. Employee sharing opportunities
3. Ask, survey and assess

Integrate WELL health and well-being strategies into annual OKRs

Have employees integrate a health and well-being goal into their annual OKRs, and give them the option of selecting a WELL feature to help guide their selection.

1

OKR instructions:

Use the templates on the following pages to workshop your individual objectives and key results.

Write a **maximum of 3** individual objectives and key results that relate to your team and organizational goals. ***In addition to those maximum 3 OKRs, write 1 OKR related to your personal workplace well-being and 1 OKR related to your personal diversity, equity and inclusion goals for the year.***

OKR examples:

- Take steps to integrate into role and organizational culture by attending events/webcasts and exploring and selecting well-being benefits.
- Take dedicated 1-hour lunch breaks at least 3 times per week, using time to eat well, connect with colleagues and/or exercise.
- Volunteer at local soup kitchen once per quarter.


Employee sharing opportunities

Invite employees to share their stories at org-wide meetings of how workplace support of their health and well-being benefits their lives.


2

HR + staff DEI

This is Opal Lee...



It's also a time to celebrate the impact of Black culture on American society at large. The way I celebrate Juneteenth is that as a descendant of enslaved black people who never knew a day of rest, I celebrate this day and honor my ancestors through rest.



00:58:20 / 01:04:49

Speed CC

Audio Transcript

Chat Messages

Q Search transcript

Juneteenth serves as a holiday to reflect on our nation's history and commemorate emancipation. It's also a time to celebrate the impact of black culture on American society at large.

The way I celebrate Juneteenth is that as a descendant of enslaved black people who never knew a day of rest, I celebrate this day and honor my ancestors through rest.

Sometimes that looks like sleeping or napping, or I do something that brings me joy like art making.

And if I need to buy anything, I support black owned businesses.

[Resume autoscrolling](#)

Ask, survey and assess

Gather feedback regularly to better understand and track how your employees perceive their environment, well-being policies and the effects on their health and well-being to adapt your approach and streamline your offerings.

3



Occupancy Survey - Flow2Thrive

C04 Occupant Survey



Human Resources

Hello all,

As mentioned at Monday AM today, please complete the anonymous occupancy survey using the link below. As a reminder, there is a 2-week window to participate. We encourage you to please schedule approximately 20 minutes to complete this pulse check of our org and how you work.

Link: <https://eu.sprw.ai/stt-Mddek>

QR code:  [QR CODE Share Survey.pdf](#)



flow2thrive index_IWBI

Tell us about your workspace! You are invited to participate in this flow2thrive online survey. This survey asks questions about your workplace wellbeing, work environment conditions as well as questions about how you live and work.

eu.sprw.ai

We anticipate your full participation, and cooperation and look forward to sharing the aggregate results with you later this summer.

Kind regards,

Individualized offerings

The WELL Standard is developed to address diverse needs and support individuals through different phases of their lives. Take measures to activate the diversity, equity, inclusion and accessibility initiatives you developed for your organization.

EXAMPLES INCLUDE

1. Prepare resources and response to individual needs
2. Provide returning to work support
3. Track extra needed assistance in the case of emergencies

Prepare resources and response to individual needs

Be responsive to employees' diverse needs, from accessibility to mental health support, by providing resources and addressing individual requests within your offerings.

1

HR support guide for employees:

Being the **first point of contact** for any inquiry regarding work or personal need

Mental Health Resources - employees confidentially discuss their situation & I offer recommendations based on their need — ex. Grief counseling, Paid Family Leave, adjusted/flexible work schedule, etc.)

Employee Assistance Program (EAP) - The org offers this benefit to all full-time employees. This online resource has tools to help with many of life's challenges, such as work/life resources, parenting, aging, healthy living, household support, referrals, and more.

Employee Relations support - we discuss workload or interpersonal conflicts and based on the situation, I offer recommendations for consideration and actionable next steps

1:1 meetings - with these on demand meetings, employees confidentiality share challenges, work issues, personal concerns, etc. and we discuss options and possible solutions

Guidance/mentorship - is offered to new and junior managers

Accommodations - staff are encouraged to reach out to HR for any accommodations they may need as it relates to a disability, limitation or health concern, etc.

Policies - HR shares new policies via email with the org (ex. Recharge Fridays, Remote Work)

Follow-ups check-ins - HR follows-up and checks-in with new employees via a post onboarding system survey (after 45 days) and via organic virtual or in-person check-ins

Provide returning to work support

Meet with employees returning after pregnancy, injury, or loss to check in, assess their needs, and inform them of available benefits like lactation support ([C09](#)), ergonomic consultations ([V11](#)), or grief counseling ([C10](#)).

2

Return from leave email

Subject: Welcome Back! Let's Get You Re-onboarded Smoothly

Dear [Employee's Name],

I hope this message finds you well and you had a restful and rejuvenating leave.

We're excited to welcome you back to the team! As you transition back into your role, we aim to make the process as smooth and seamless as possible. To help with this, here are a few steps we'll take to facilitate your re-onboarding:

Catch-Up Meeting: Let's schedule a catch-up meeting to review any significant updates or changes that may have occurred during your absence. This will help you get up to speed with current projects and priorities. Please let me know your availability this week so we can arrange a convenient time.

Team Update: We'll arrange a brief team meeting to reintroduce you and update the team on any new

developments or changes. This will also give you a chance to reconnect with everyone and discuss any ongoing tasks.

Revisit Your Role: If there have been any changes to your role or responsibilities, we'll review them together to provide clarity and address any questions you may have.

Access and Resources: Please let us know if you need any help accessing files, systems, or tools that you use. We'll make sure everything is up to date and functioning correctly.

Support: If there's anything specific you need to help you settle back in or if you encounter any challenges, don't hesitate to reach out. We're here to support you.

Once again, welcome back! We're looking forward to working with you and are confident that you'll quickly get back into the swing of things.

Kind regards,



Return from parental leave catch-up meeting agenda

- 2 min Welcome back!
- 3 min Refresher of organizational expectations/policies
- 5 min Overview of updates
Changes in policy, organizational structure, goals
- 5 min Tour of facilities for new parents
Lactation room, changing table, travel equipment for breastfeeding
- 5 min Resources overview
Share resource links for return to work counseling, postpartum counseling, child support options
- 10 min Questions

Track extra needed assistance in the case of emergencies

In quarterly updates, ask employees with current injuries to notify HR or WW for additional support during emergency evacuations ([C15](#)).

3

Emergency procedures survey

In order to accommodate all needs in the case of an emergency, please fill out the following survey to indicate if you require additional assistance. Your responses will be confidential and only viewed by HR. HR will communicate specific accommodations to the emergency procedure should they apply. If your abilities change at any point after you fill out this annual survey, please contact HR immediately. If you have any questions or concerns, do not hesitate to email your HR manager at [email].

LOCATION

1. Where are you based for most of the time?
2. Do you routinely use more than one location in this building?

EMERGENCY EVACUATION PROCEDURES

3. Are you aware of the emergency evacuation procedures which operate in the building(s) you attend?
4. Do you require written emergency evacuation procedures?
5. Are the signs which mark emergency routes and exits clear enough?

EMERGENCY ALARMS

6. Can you hear the fire alarm(s) in your place(s) or work?
7. Could you raise the alarm if you discovered a fire?

ASSISTANCE

8. Do you need assistance to get out of your place of work in an emergency?
9. Is anyone designated to assist you to get out in an emergency?
10. Is the arrangement with your assistant(s) a formal arrangement i.e. with department person?
11. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you were located?

EVACUATION

12. Can you move quickly in the event of an emergency?
13. Do you find stairs difficult to use?
14. Are you a wheelchair user?

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