

Feature 65: Activity Incentive Programs

Part 1: Activity Incentive Programs

WELL Building Standard™ (WELL)™
WELL v1 with the Q1 2020 addenda

How to use this document:

This document is a guide for creating documentation for Part 1: Activity Incentive Programs Feature 65: Activity Incentive Programs. This document is meant to demonstrate an acceptable degree of detail for a documentation submission. Ultimately, the level of detail is up to the discretion of the project team, as long as each of the requirements are sufficiently addressed.

- Part 1: An example policy document has been provided. Note, variable items are highlighted in yellow throughout the document.

The text is updated to the Q1 2020 version of the WELL Building Standard, which may vary from previous or future versions of WELL.

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FEATURE 65: ACTIVITY INCENTIVE PROGRAMS

PART 1: ACTIVITY INCENTIVE PROGRAMS

<<INSERT COMPANY SPECIFIC INTRODUCTION>> All full-time employees qualify for the below activity incentive offerings following <<NUMBER OF MONTHS TO QUALIFY>> months of employment.

Example: We actively support and encourage our employees to engage in greater amounts of physical activity. We provide the following activity incentive programs to full and part-time employees following one month of employment, and we hope that you will take advantage of them! If you have any suggestions on future activity programs, please send to Human Resources.

<<SELECT AT LEAST TWO OF THE OPTIONS (A-E) BELOW>>

- A. Tax-exempt payroll deductions relating to active transportation (e.g., a subsidy to purchase a personal bicycle) or mass transit (includes public transportation) use. Direct subsidies of an equivalent amount are also acceptable.
 - a. *Example: **Public Transportation:** We allow employees to set aside pre-tax funds for commuter transportation expenses, such as Bike Share programs, metro cards, and bus passes. These payroll-deducted funds will be added to a spending card for employee use.*
 - b. *Example: **Bicycle Use:** We provide a subsidy of \$150 for employees to purchase bicycles. We also provide post-commute facilities, such as bike racks, lockers, and showers on site to encourage active transportation.*
- B. Meaningful reimbursements or incentive payments (including non-monetary) <<INSERT PAYMENT>> in every 6-month period that an employee meets a 50-visit minimum to the gym or physical activity program.
 - a. *Example: **Gym Membership:** You are eligible to receive a \$200 reimbursement in every 6-month period that you meet a 50-visit minimum to the gym or professional program. The Reimbursement form must be completed and mailed to the address indicated in order to receive the reimbursement. The form can be found here: [link](#).*
- C. A meaningful subsidy of <<INSERT AMOUNT>> is offered at least yearly towards participation or membership costs for fitness activities such as races, group fitness classes, sports teams, fitness centers, training centers, gyms, or studios. Direct subsidies of an equivalent amount are also acceptable.
 - a. *Example: **Fitness Challenges:** We encourage our employees to challenge themselves with physical activity goals. You may receive a yearly subsidy of \$200 for organized fitness competitions, races, sports teams, or personal training sessions.*
 - b. *Example: **Fitness Memberships:** We will provide a yearly subsidy of \$250 for employees who would like to obtain memberships at gyms, fitness centers, exercise pools, group fitness classes, or studios.*
- D. A meaningful subsidy of <<INSERT AMOUNT>> is offered at least yearly towards the cost of an annual bicycle share membership with <<BICYCLE MEMBERSHIP COMPANY>>
 - a. *Example: **Bike share:** You are eligible to receive a yearly subsidy of \$75 towards the cost of an annual bicycle share membership with our regional bike share program.*

- E. No cost or discounted physical activity opportunities or memberships, in which it is demonstrated that at least 30% of regular building occupants have utilized on a regular basis (at least weekly) over the last six months.
- a. *Example: **Yoga**: Once a week, you have the opportunity to attend a complimentary yoga class held at local studios. These tend to be very popular events, so we encourage signing up as soon as you receive the email notification! Signing up also helps us to track our participation rates over time.*
 - b. *Example: **On-site strength training**: We provide free strength training on the rooftop every Friday morning. Please remember to check-in upon arrival so we can track our participation rates over time.*

To claim the above benefits, <<INSERT DIRECTIONS TO CLAIM>>.