



# Employee Benefits and Workplace Programming

**Feature 90: Healthy Sleep Policy**

**Feature 91: Business Travel**

**Feature 92: Building Health Policy**

**Feature 93: Workplace Family Support**

**Feature 94: Self-monitoring**

**Feature 95: Stress and Addiction Treatment**

**Feature 96: Altruism**

WELL Building Standard™ (WELL)™

WELL v1 with the Q1 2020 addenda

How to use this document:

This document is a guide for creating WELL documentation for Features 90-96. This document is meant to demonstrate an acceptable degree of detail for a documentation submission for each of the features. Ultimately, the level of detail is up to the discretion of the project team, as long as each of the requirements are sufficiently addressed.

- Features 90-96: An example policy document has been provided in the form of a larger Employee Benefits and Workplace Programming package. This policy document includes specific references to the requirements of Feature 90-96. Note, the 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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## Disclaimer

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# EMPLOYEE MANUAL

## ORGANIZATIONAL PROTOCOLS

### HEALTHY SLEEP POLICY

To promote and support healthier sleep habits, an organizational cap at midnight is in place for all employees. Employees must cease work activities and communications at midnight each day. This includes all email correspondence, phone calls, meetings and late-night work at the office.

Adequate sleep improves mental health and impacts physical health as well. Inadequate sleep has been associated with severe health issues. Please recognize the importance of your physical and mental well-being, as well as the well-being of your colleagues and clients, and cap all work activities and communications at midnight.

To further support employee sleep, employees are provided with a 50% subsidy on an approved software/application of their choice to monitor daytime sleep-related behavior patterns, such as activity levels, caffeine and alcohol intake, and eating habits. Please contact Human Resources Director, <<INSERT NAME>> for a list of approved software and applications.

*This policy addresses the requirements of optimization Feature 90 in the WELL Building Standard version 1.0 (Q1 2019).*

### BUSINESS TRAVEL

For some divisions, travel is an essential element to our business. We recognize that travel can often add additional stress on employees and employees' families and friends. To support our travelling employees, the following protocol is in place and should be utilized during all business-related travel:

To promote and support healthier sleep habits while traveling, employees are offered the following:

- Employees are provided the option to select non red-eye flights or are given the option to work remotely on the day of arrival from a red-eye flight.
- Employees are not required to take business trips for which the total travel time (including lay-overs, wait times and travel to and from terminals) exceeds both 5 hours and 25% total trip duration.
- During long business trips (domestic travel lasting more than 2 weeks and international travel lasting more than 4 weeks), employees are given the time-off and budget to fly home for at least 48 hours or to fly a friend or family member to meet them.
- Employees are booked at hotels with free fitness centers or reimbursed for any gym usage fees incurred during their travel.

To claim the above benefits, please contact your supervisor who will make this request from Human Resources.

*This policy addresses the requirements of optimization Feature 91 in the WELL Building Standard version 1.0 (Q1 2019).*

## BUILDING HEALTH POLICY

To protect the overall health and well-being of our employees and employees' families, we offer comprehensive health policy support to all full and part time employees. Employees qualify for the below health benefit offerings following <<INSERT TIME FRAME (e.g. 1 month)>> of employment.

### <<CHOOSE AT LEAST THREE OF THE FOLLOWING>>

- Employer-based health insurance for all workers, as well as their spouse and dependents, or a subsidy of <<INSERT AMOUNT>> to purchase individual insurance through an exchange.
- Flexible spending accounts or any other employer-established benefit plan designed to reimburse employees for qualified medical expenses.
- Health savings accounts.
- On-site immunizations every <<INSERT TIME PERIOD>> during the workday.
- The ability stay home or work remotely when you are ill. We highly encourage this!

To claim the above benefits, please reference your new employee handbook for registration information or contact Human Resources for support.

*This policy addresses the requirements of optimization Feature 92 in the WELL Building Standard version 1.0 (Q1 2019).*

## WORKPLACE FAMILY SUPPORT

We value our employees' work-life balance and strive to provide opportunities for employees to optimize their personal lives. In order to ensure that employees' have adequate time to care for themselves and their families, we have adopted the following workplace family support policies. Employees qualify for the below workplace family support offerings following <<INSERT TIME (e.g. 1 month)>> of employment.

- Paid parental leave for 6 weeks for each parent during any 12-month period
- An additional 12 weeks of unpaid parental leave during any 12-month period
- <<CHOOSE ONE OF THE FOLLOWING>> Subsidy of <<INSERT AMOUNT>> for child care, vouchers for child care OR on-site child care centers compliant with local child care licensure <<INSERT NAME>>.
- At least 12 weeks of leave for the care of a seriously ill child, spouse, domestic partner, parent-in-law, grandparent, grandchild or sibling.
- The option to use paid sick time for the care of a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild or sibling.
- All nursing mothers with break times of at least 15 minutes, every 3 hours.

To claim the above benefits, please reference your new employee handbook for registration information or contact Human Resources for support.

*This policy addresses the requirements of optimization Feature 93 in the WELL Building Standard version 1.0 (Q1 2019).*

## SELF-MONITORING

To promote awareness with personal health and wellness, employees receive a self-monitoring wearable at a 50% subsidy upon joining the company. This technology can provide a powerful tool for gaining person insight into the state of our bodies. The available products measure:

### <<CHOOSE AT LEAST TWO OF THE FOLLOWING>>

- Body weight/mass
- Activity and steps
- Heart rate variability
- Sleep duration, quality and regularity

To claim the above benefits, please contact your supervisor who will make this request from Human Resources.

*This policy addresses the requirements of optimization Feature 94 in the WELL Building Standard version 1.0 (Q1 2019).*

## STRESS AND ADDICTION TREATMENT

Chronic stress adversely impacts the body, and substance abuse is one of the most damaging manifestations of stress. A program that addresses psychological and behavioral distress and stress management is made available to employees through:

- Employee Assistant Programs (EAPs), offering short-term treatment and referrals to qualified professionals for depression, anxiety, substance use, addiction and co-occurring mental health issues.
- A qualified counselor offering group, private workshops and referrals.

To claim the above benefits, please reference your new employee handbook for registration information or contact Human Resources for support.

*This policy addresses the requirements of optimization Feature 95 in the WELL Building Standard version 1.0 (Q1 2019).*

## ALTRUISM

We encourage our employees to engage with the local community and donate their time and money toward a charity. To support this initiative, employees are given the option to take up to 8 hours of paid time twice a year from work to participate in volunteer activities with a registered charity, as organized by the company. In addition, employee donations to a registered charity will be matched, up to <<INSERT AMOUNT>> per employee.

To claim the above benefits, please reference your new employee handbook for registration information or contact Human Resources for support.

*This policy addresses the requirements of optimization Feature 96 in the WELL Building Standard version 1.0 (Q1 2019).*