

## What is an effective policy?

- Written
- Easy to understand and follow
- Enforceable
- Accomplishes goals

## Policy plays a key role in:

- Securing multilevel support within an organization
- Providing a basic foundation for building worksite wellness programs by including:
  - Rationale
  - Expectations
  - Resources



## Developing policies and making them work

- Establish goal and begin communications early.
  - Involve leadership and members of the wellness committee in promoting activities to help increase visibility.
  - Keep messaging positive and share stories or individual successes to inspire other employees to support and participate in the program.
- Review current policies, specifically those related to health and wellness.
  - Use policies that make sense for your worksite (e.g. different industries require different types of policies).
  - Ensure policies support a culture of wellness, taking into consideration how work is done and how business is conducted, as well as the organization's physical environment.
- Engage broad audience for input and ideas.
- Decide on priority areas for change.
  - Create criteria (e.g. importance, cost, time, commitment, reach) and discuss each strategy and rank based on ability to implement.
  - Consider 'small victories' that can be achieved early on with minimal resources, as well as changes that require more time and planning.

- Conduct an assessment or utilize employee survey results to identify what employees currently do and to gauge interest and support. Prepare and finalize a draft document.
  - Consider key stakeholders when determining the policy or policies.
    - For example, creating a healthy food and beverage policy for the cafeteria: where and how product is purchased, what types of product are purchased, the type of meal service, the equipment available, the facility layout or design, etc.
  - Ensure leadership and members of the wellness committee understand their roles and are prepared to put the policies into action.
- Implement the policy.
  - Update (or replace) any current related policies to reflect new changes.
  - Incorporate new policies in staff training and new hire orientation.
  - Engage managers and educate about roles and enforcement.
  - Distribute a copy of the policy or policies to all staff/employees.
  - Assign specific staff members to put policies into action.
- Review, monitor and evaluate the policy.
  - Identify any practices not consistent with the policy.
  - Identify and address barriers to change.
  - Develop an action plan for the changes needed.
    - Identify who will be responsible and set a deadline.
    - Review the action plan regularly to ensure plans are carried out.
  - Keep leadership and members of the wellness committee involved by having them evaluate policies and programming on an annual basis, at minimum, to ensure the needs of the employees are met.
  - Decide how to provide opportunities for ongoing input and feedback (e.g. surveys, organize an event to promote healthy changes made).

The following set of policies will guide your worksite and employees in establishing a culture in which they are more able to choose healthy behaviors. When done well, day-to-day practices can result in a healthier environment for all and support employees in making the healthy choice, the easier or preferred choice.

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