

# Employee Wellness Handbook

Supercharge your  
wellness plans with these  
simple strategies



loop

Making a wellness plan for your employees can be confusing, especially when you don't know where to start.

**Loop Health** has made the process easy and fun for you with this handy guide.

#### Learn -

- **Dimensions** of employee wellness and the role of HR in its development
- **Method and procedure** of making wellness plans
- **Measuring** the impact

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## Introduction

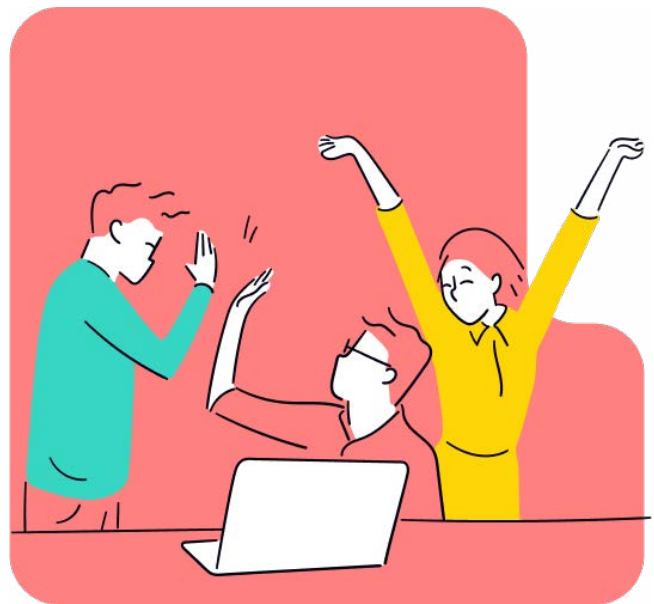
Let's start with the basic idea of wellness, the meaning of the word, its history and why it is super relevant for HR professionals in today's time.

World Health Organization (WHO) defines health as:

**A state of complete physical, mental and social well-being, and not merely the absence of disease or infirmity.**

Health and wellness, however, are not synonyms. Health refers simply to a physical body being free from diseases, but wellness is an overall balance of your physical, social, spiritual, emotional, intellectual, environmental, and occupational wellbeing.

**Wellness is defined as: The complete integration of body, mind, and spirit - the realization that everything we do, think, feel, and believe has an effect on our state of well-being.**



## Chapter 1

# Wellness in the New Normal

### TLDR;

Focus on employee wellness helps **increase productivity** and enhance company culture.

Benefits of having a well-designed wellness plan include **lower health costs**, reduced absenteeism, and improvement in employee morale and loyalty.

HR plays a critical role in developing **engaging employee wellness plans** that help in reducing employee turnover and attrition rate but also render employees the feeling that the company cares for them.

In today's world, there is a worldwide focus on employee wellness by organizations. Many large companies are investing in their workplace wellness efforts and health initiatives. Smaller companies are also not far behind, as they are also following suit.

**Employee health is a top priority nowadays.**

It has fantastic benefits for both employers and employees. What else can be better for a company than a healthy and productive workforce? **Improving employee health can enhance an organisation's bottom line.** It will also help to increase productivity and enhance company culture. Most people aspire to work for a company caring for its employees' health and wellbeing.

We know that staying healthy needs proper planning and a lot of discipline to execute. The same applies to corporate wellness goals. It needs a great deal of planning and proper execution to achieve success. A well-designed corporate wellness plan is key to incorporating employee wellness programs.

## Benefits of having a wellness program

Designing and managing an employee wellness program is an important step in improving the health and productivity of employees and potentially improving the overall cost of employer-provided healthcare. Wellness programs can benefit employers by:

Lowering health care costs

Reducing absenteeism

Achieving higher employee productivity

Reducing workers' compensation and disability-related costs

Reducing injuries

Improving employee morale and loyalty

Because of the ever-increasing costs of health insurance and the importance of employee health, employers should consider implementing a well-thought-out wellness program that benefits both the employee's health and the employer's bottom line.

## Role of HR in employee wellness

Employees are the greatest asset to any organization. As an HR manager, you can do a lot to cater to the human resources of your company. Implementing employee wellness programs periodically results in **reduced absenteeism and presentism, improving the productivity of the workforce**. Millennials today are looking forward to workplaces providing wellness programs.

It doesn't matter if you own a large corporation or a small business, human resources are variables for each organization in terms of falling sick or meeting with accidents. Employees can take care of themselves, but it's the workplace they spend most of their day at, and tight schedules and deadlines often result in compromised health and personal care. So, employers sponsored wellness programs not only help in reducing employee turnover and attrition rate but also render employees the feeling that the company cares for them, making them more engaged and consequently increasing productivity.

**So, What can HR do to implement a successful employee wellness program at the workplace?**



Let's find out in the next chapter.



## Exploration

### TLDR;

Employee wellness programs commonly refer to a **collection of initiatives** within an organisation to promote healthy lifestyles among employees.

**The Wellness Wheel** includes physical, mental and emotional, financial, social, occupational, spiritual, intellectual, and environmental factors.

There are many activities that can be done to maintain a general **healthy atmosphere at work**. Such as fitness activities, mental health and stress busting activities, social, community service, and team building activities.

### What is an employee wellness program?

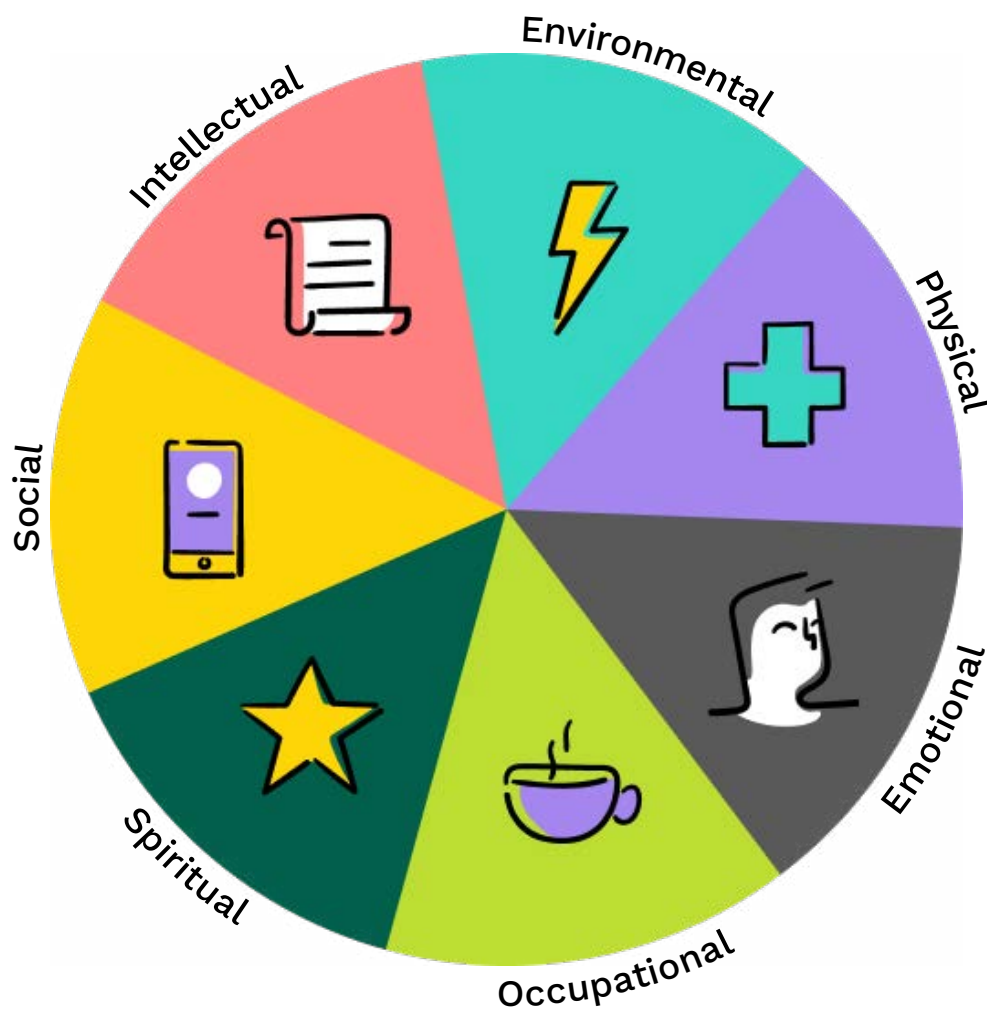
Employee wellness programs commonly refer to a **collection of initiatives** within an organization to promote healthy lifestyles among employees, and in some cases, spouses and dependents of employees. These initiatives address different areas, or dimensions of well-being.

## Chapter 2

# The wellness wheel

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The Wellness Wheel is a result of complex interactions among many dimensions that, when nurtured in harmony, improves health and quality of life. Effective wellness programs are ones addressing and promoting **holistic dimensions of well-being**. Below are seven common dimensions of well-being that can be addressed through a workplace program.



## Physical



While commonly thought of the aesthetic of being fit, physical well-being actually encompasses the smooth running of all physical bodily functions. This includes the skeletomuscular system as in the case of fitness, but also the digestive, circulatory, and other systems. Initiatives addressing **anything from exercising to nutrition to sleep** fall under the umbrella of physical wellness.

## Emotional and mental



Emotional wellness refers to one's ability to manage their own emotions and effectively express it to others. Being emotionally well is more than just the ability to handle stress; it also involves **being attentive to one's thoughts, feelings, and behaviors, whether positive or negative**. A closely related concept is mental health. Mental health encompasses all aspects of emotional and psychological well-being, affecting how an individual acts, thinks, and feels.

## Social



Social wellness can be thought of as the state of one's personal social network. As a social species, humans depend on one another, and their well-being critically depends on **a sense of belonging**. Wellness programs can be designed to promote positive social interactions, boost team cohesion, and improve engagement.

## Occupational



Occupational wellness describes an individual's satisfaction, fulfillment, and contentment with their work. Factors such as **work-life balance and professional development** play a significant role in determining one's occupational wellness. For example, long-term job dissatisfaction is a known trigger for stress.

## Spiritual



Being and feeling well includes having values and beliefs that provide purpose in life, which allows an individual to feel at peace and in harmony with themselves and others by **staying open-minded to others' beliefs**. This dimension of well-being is often referred to as spiritual well-being. Raising awareness about this can help employees become more purposeful and satisfied with their lives, both professionally and personally.

## Intellectual



Intellectual well-being refers to the active participation in scholastic, cultural, and community activities. When a person is intellectually well, they continuously work on **expanding their knowledge and skills**, which lead to a more stimulating and successful life. Organizations can nurture intellectual wellbeing by promoting creativity, curiosity, and life-long learning.

## Environmental



Organizations can play their part by **promoting sustainable living**, raising awareness, and implementing sustainable operations as a part of their wellness program. For immediate results, employers can focus on the work environment (e.g., office air quality), which is within their locus of control.

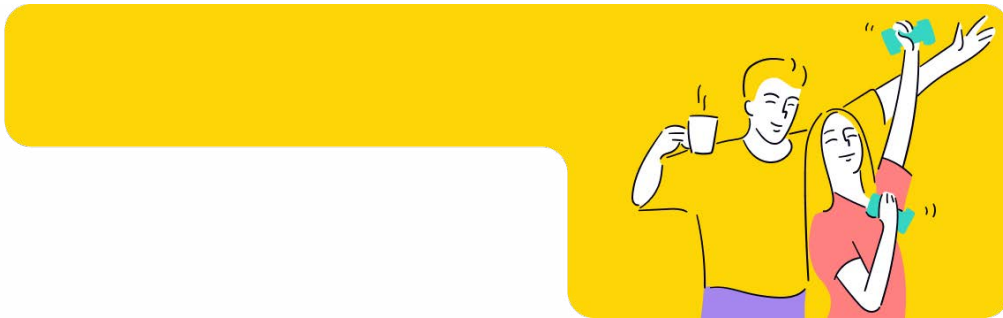
Contact us for all your health and wellness needs, anytime.

## Chapter 3

# Healthy employees mean a healthy business

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To help employees improve their well-being across all dimensions, companies can employ a wide variety of solutions. The types of wellness programs below should serve as a guide for what is available as well as provide context on who the solution is best suited for. Each solution addresses at least one dimension of well-being, but many addresses multiple dimensions.



## Fitness

Anyone who works 40+ hours per week in an office setting needs to find time to move around and exercise. Some companies are fortunate enough to have **an on-site gym or fitness classes** but these perks aren't feasible for most. You can instead reimburse employees for fitness-related purchases or encourage your staff to form after-work exercise groups. Another idea is to use Fitbits or other wearable technology to track the activity of your employees and reward the most active people.

## General health benefits

During the winter, you can offer flu shots and make it known that employees are to stay home if they have a bug. It's also a good idea to have **a stocked first aid kit** and a private “wellness room” where people can tend to personal health needs.

## Mental health and stress-release activities

Stress is a silent killer that can trigger serious health problems. It also goes hand-in-hand with mental health issues like depression and anxiety. First and foremost, make sure no one is burning the candle on both ends. You can **institute an office closing time** to ensure everyone leaves at a reasonable hour.



## Social Activities

Some employees prefer to sweat and blow off steam on their own and that's totally fine. However, they still may enjoy activities that help them get to know their colleagues better. Consider offering social activities like **an office book club, game nights** and whatever else your employees enjoy doing.



## Community service activities

Many people feel good when they help others. Doing good deeds is fulfilling and can help keep things in perspective. You can **organize a volunteer day** for your staff to go into the community and help out. You can also encourage your employees to organize groups and fundraisers for causes that mean a lot to them.

## Team building activities

One of the secondary benefits of a wellness program is that many activities **strengthen the bonds** between team members. An after work jogging group, a book club and volunteer days will all make your employees closer than they were before.



## Action

Making a wellness plan requires good planning in advance and includes following the steps:

1. Set goals that benefit the company and staff
2. Form a team to create the employee wellness program
3. Establish a budget
4. Get to work planning the program
5. Select incentives and rewards to change unhealthy behaviors
6. Communicate the wellness program
7. Get feedback and optimize your wellness program

## Making a well-planned wellness plan

Now that we've covered the benefits of a wellness program and what to include, let's talk about how you can implement a successful program. Here are some basic steps for getting an employee wellness program going in your workplace.

### Step 1:

## Set goals that benefit the company and staff

Creating a wellness program is **a fun project** but don't lose sight of why you're doing it. Make sure every part of your program benefits both the company and staff.

### Step 2:

## Form a team to create the employee wellness program

Creating a comprehensive wellness program can take a lot of work and a long time so it's a good idea to put a team on the project. The team will **likely be led by HR** but should also include executives, psychologists, mental health specialists and others who are interested in promoting a healthy workplace.

### Step 3:

## Establish a budget

When creating a wellness budget, organizations should include the cost of incentives, marketing and program design in the budget. Typical **items in a budget** would include screening vendor/other provider fees; incentives for participation; promotional materials; meeting provisions; pedometers/fitness trackers; HR representative and committee member time; etc.

#### Step 4:

### Get to work planning the program

With your team in place, start planning what your program should look like. Form a budget, research ideas and get input from your employees. When the time is right, call a company-wide meeting to announce the new wellness program and get into the details. Make sure your employees **know everything it includes** so that they can get the most out of it.

#### Step 5:

### Select incentives and rewards to change unhealthy behaviours

Incentives or rewards are **an effective tool to change** unhealthy behaviours, to adhere to healthy behaviours, to increase participation rates or to help individuals complete a program.

#### Step 6:

### Communicate the wellness program

The next step is to **write and communicate** the organization's wellness policy. This policy statement should include the organization's intent, level of involvement, and rewards and incentives system with respect to employee wellness. It is helpful to use communication to create a social culture where being healthy is valued.

#### Step 7:

### Get feedback and optimize your wellness program

A successful employee wellness program is never done. Your team should always be **open to feedback** and new ideas, so the program improves, and employees get even healthier.

**An employee wellness program is more than just a cool employee perk. It's an effective way to ensure your employees are in the right shape to do their best work.**

## Chapter 4

# Latest trends: The wellness industry and Loop

For the longest time, Indians viewed health from sickness-and-care perspective i.e. healthcare professionals were only resorted to in times of illness. However, with the Covid-19 pandemic having put a premium on our body's immune defences, people are beginning to understand the benefits of preventive healthcare and overall well-being. Wellness is now being looked at as a comprehensive and holistic approach towards the betterment of our mind and body. The wellness market in India has been on a quiet yet steady rise over the past few years, and if FICCI's latest estimates are to go by, the industry is valued at a whopping Rs 490 billion.

There are a host of factors that are responsible for driving growth in this sector. The rise in disposable incomes and entry of private-sector investors in the wellness market, are chief among them. But the most important reason why the wellness market in India is witnessing such a meteoric rise is due to a paradigm shift in people's attitudes towards health.

## Wellness at Loop

### Comprehensive wellness offerings

**Physical health benefits** - webinars, health risk assessments and management plan for employees.

**Emotional Wellness Offerings** - Interactive sessions, support groups, especially curated emotional first aid for managers.

**Nutritional Health benefits** - free diet plans to manage lifestyle conditions.

**Fitness and Exercise** - Step challenges, access to premium trainers, weekly workout sessions etc.

### On-site programs

**Doctor on-site** - Medical Advisor available for 2 hours for on-site consultations.

**Health Checks** - CBC, BP, BMI, Hba1c, RBS, cholesterol, creatinine.

**Nutrition management** - Nutritionist to showcase items and discuss nutrition plans/ meal options for condition management.

## Women's wellness

**Maternity care** - health webinars on trimester wise care, nutrition for expectant and lactating new mothers.

**Physical Wellness for maternity** - Interactive sessions on Lamaze practices, physiotherapy, movement exercises for expectant mothers and antenatal care.

**Nutritional Health Benefits** - diet plans to ensure both baby and mother get the right vitamins and minerals along with other required nutrients.

**General awareness for maternity** - personalised webinars with gynaecologists on choosing mode of delivery between normal and C-section.

## Lifestyle disease management programs

Weight Management

Self-management for diabetes

PCOS

Smoking Cessation

Hypertension & CHD

## Chapter 5

# Conclusion: All is well, that ends well!

As with any investment or project, evaluating the effectiveness of the wellness program is important in sustaining management and employee support and in revising or implementing new programs.

- Employers should have **established metrics** and baselines at the rollout of any wellness initiative, which will vary depending on the programs implemented.
- Employers may **measure** participation rates, program completion rates, reduction in health care costs and percentage of employees who stopped smoking or lost weight.
- Employers may also want to measure the **return on investment (ROI)**.

There are also ways to measure the quality of engagement of your wellness program, like the number of conversations around wellness, the number of questions and answers raised, etc.



# We've got you covered!

If you're looking for an **engaging**  
wellness plan

- Live workout sessions
- Expert led Wellness sessions
- On-site wellness programs

Let's take care of your team!

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