

# Company Health Culture Audit

GENERAL						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
1.	Do you have a commitment from key stakeholders such as senior management, human resource managers, safety officers, staff members, etc.?					
2.	Does the worksite have a current policy outlining the requirements and functions of a comprehensive worksite wellness program?					
3.	Does the worksite have a representative committee that meets at least once a month to oversee worksite wellness programs?					
4.	Does the worksite have a wellness plan in place that addresses the purpose, nature, duration, resources required, participants involved, and expected results of a worksite wellness program?					
5.	Does your new employee orientation include an explanation of worksite wellness programs, and are new employees given copies of any physical activity, nutrition, and tobacco use policies?					
6.	Does the worksite offer educational programs for health areas such as physical activity, nutrition, and tobacco cessation?					

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7.	<p>Does the worksite promote and encourage employee participation in its physical activity/fitness and nutrition education/weight management programs? Examples of ways to “promote and encourage employee participation” include:</p> <ul style="list-style-type: none"> <li>• Information at new employee orientation</li> <li>• Information provided within paychecks</li> <li>• Flyers on walls or bulletin boards</li> <li>• Letters mailed directly to employees</li> <li>• Announcements at employee meetings</li> <li>• Employee newsletter articles</li> <li>• Incentive/reward programs</li> <li>• Public recognition</li> <li>• Health insurance discounts</li> <li>• Sponsor employee sports teams</li> </ul>					
8.	Does the worksite provide or arrange for health counseling or other support mechanisms to modify behavior?					
9.	Does the worksite offer or provide adequate healthcare coverage for employees and their families for prevention of and rehabilitation of chronic disease?					
10.	Is there a worksite budget for employee health promotion that includes some funds for programming and/or a portion of a salary for a coordinator?					
GENERAL AREA TOTALS (# OF YES, IN PROCESS AND NO ITEMS)						

PHYSICAL ACTIVITY						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
11.	Does the worksite have a company culture that discourages sedentary behavior like TV viewing on breaks and sitting for long periods of time?					
12.	Does the worksite support physical activity during duty/work time (e.g. offer or allow flex time for physical activity)?					
13.	Are employees provided with breaks during working hours, and are employees encouraged to be active during break time?					
14.	Does the company map out on-site trails or nearby walking routes?					
15.	Does the company encourage employees to map their own biking or walking routes to and from work?					
16.	Does the company allow for "walk & talk" meetings instead of conference room meetings?					
17.	Does the worksite provide exercise/physical fitness messages and information to employees?					
18.	Does the worksite provide prompts to promote physical activity near each stairwell or elevator?					
19.	Does the worksite provide bike racks in safe and convenient locations?					
20.	Does the worksite provide showers and/or changing facilities?					
21.	Does the worksite provide outdoor exercise areas, playing fields or walking trails for employee use?					

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PHYSICAL ACTIVITY						
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22.	Does the worksite provide or support a broad range of competitive and non-competitive physical activities that help develop the skills needed to participate in lifetime physical activities?					
23.	Does the worksite offer company-sponsored fitness oriented programs or clubs for employees other than at an exercise facility?					
24.	Does the worksite provide free, discounted or employer-subsidized memberships to fitness centers?					
25.	Does the company offer incentive-based programs to encourage activity (e.g. pedometer walking campaigns)?					
26.	Does the worksite provide on-site physical-activity classes such as aerobics, kickboxing, dancing, etc.?					
27.	Does the worksite provide an on-site exercise facility?					
28.	Does the worksite provide incentives for engaging in physical activity (e.g. merchandise, coupons, money, etc.)?					
29.	Can all employees use the worksite's indoor/outdoor physical-activity facilities outside of work hours?					
30.	Does the worksite provide on-site child-care coverage to facilitate physical-activity participants?					
PHYSICAL ACTIVITY AREA TOTALS (# OF YES, IN PROCESS AND NO ITEMS)						

NUTRITION						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
31.	Does the company send healthy-eating messages to employees (delivered via e-mail, messages, payroll stuffers, bulletin boards, etc.)?					
32.	Does the worksite promote the consumption of fruit and vegetables in catering/cafeteria policies through motivational signs, posters, etc.?					
33.	Does the worksite provide protected time and dedicated space away from the work area for breaks and lunch?					
34.	Does the worksite offer appealing, low-cost, healthful food options, such as fruits and vegetables, juices, and low-fat dairy products in vending machines, snack bars and break rooms?					
35.	Does the worksite promote healthy choices by: <ul style="list-style-type: none"> <li>• Increasing the percent of healthy options that are available</li> <li>• Using competitive pricing to make healthier choices more economical</li> <li>• Advertising or marking healthy options so that they stand out</li> </ul>					
36.	Does the worksite have on-site cafeterias follow healthy cooking practices?					
37.	Does the worksite have on-site cafeterias follow healthy cooking practices?					
38.	Does the worksite provide appropriate portion sizes, provide portion size information via labeling food to show serving size and calories, and use food models and pictures or portable food scales for weighing portion sizes?					

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NUTRITION						
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39.	Does the worksite offer healthful food alternatives at meetings, company functions and health events?					
40.	Does the worksite make water available throughout the day?					
41.	Does the worksite make kitchen equipment (refrigerators, microwaves, stoves, etc) available for employee food storage and cooking?					
42.	Does the worksite offer local fruits and vegetables (i.e. farmer's market)?					
43.	Does the worksite provide on-site gardening?					
44.	Does the worksite provide interactive food opportunities such as taste testing, food preparation skills and peer-to-peer modeling?					
45.	Does the worksite provide incentives for participation in nutrition and/or weight management/maintenance activities? (These can range from inexpensive low-resource items like water bottles to high-resource items like a health insurance rebate).					
46.	Does the worksite include employees' family members in campaigns promoting fruit and vegetable consumption (worksite plus family intervention)?					
NUTRITION AREA TOTALS (# OF YES, IN PROCESS AND NO ITEMS)						

HEALTH SCREENING AND DISEASE PREVENTION AND MANAGEMENT						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
47.	Does the worksite offer health risk appraisals?					
48.	Does the worksite offer or provide easy access to free or reasonably priced health screenings (height and weight measurements, blood pressure checks, cholesterol screenings, diabetes/blood sugar screenings, and individual health appraisals for employees at a minimum of one time a year)?					
SCREENING AREA TOTALS (# OF YES, IN PROCESS AND NO ITEMS)						

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TOBACCO						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
49.	Does the worksite offer healthful food alternatives at meetings, company functions and health events?					
50.	Does the company post prompts/posters to support the no-tobacco-use policy?					
51.	Does the company promote the toll-free North Dakota Quitline (800-QUIT-NOW)?					
52.	Does company policy support participation in smoking cessation activities during work time (e.g. allowing flex time to attend cessation classes)?					
53.	Does the company provide counseling through an individual, group or telephone counseling program on-site?					
54.	Does the company provide counseling through a health-plan sponsored individual, group or telephone counseling program?					
55.	Does the company provide cessation medications through health insurance?					
<b>TOBACCO AREA TOTALS</b> (# OF YES, IN PROCESS AND NO ITEMS)						

# Company Health Culture Audit

BREAST-FEEDING						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
56.	Does the company have a written policy that states your company's support of a woman's choice to breast-feed her infant(s) and describes the worksite accommodations and/or benefits available to her?					
57.	Does the company provide a private area for nursing or expressing milk? (It should be quiet, clean and have enough room for a comfortable chair.)					
58.	Does the worksite provide lactation education programs?					
BREAST-FEEDING AREA TOTALS (# OF YES, IN PROCESS AND NO ITEMS)						

ALCOHOL AND DRUGS						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
59.	Does the worksite offer peer support groups and mentoring opportunities?					
60.	Does the worksite offer employees counseling for alcohol or drug related problems?					
61.	Does the worksite require a drug test prior to employment?					
62.	Does the worksite promote community resources?					
63.	Does the worksite provide employees with an Internet/intranet site that includes Alcohol/Drugs educational information?					
ALCOHOL AND DRUG AREA TOTALS (# OF YES, IN PROCESS AND NO ITEMS)						

STRESS MANAGEMENT						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
64.	Does the worksite offer assistance to help employees address issues on stress management?					
65.	Does the worksite offer peer support groups, mentoring/ coaching opportunities?					
66.	Does the worksite offer "Well Days" off for employees?					
67.	Does the worksite provide employees with an Internet/intranet site that includes Stress Management educational information?					
68.	Does the worksite offer employee counseling for other work/ family issues?					
69.	Does the worksite promote community resources?					
STRESS MANAGEMENT AREA TOTALS (# OF YES, IN PROCESS AND NO ITEMS)						

ORGANIZATIONAL BENEFITS						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
70.	Does the worksite offer health insurance?					
71.	Does the worksite offer disability insurance?					
72.	Does the worksite offer an option to work at home/telecommute?					
73.	Does the worksite offer sick leave/well days off?					
74.	Does the worksite offer leave of absence?					
75.	Does the worksite offer compensatory time off?					
76.	Does the worksite offer vacation?					
77.	Does the worksite offer flex time?					
78.	Does the worksite offer retirement/investment plan?					
79.	Does the worksite offer maternal/paternal leave?					
80.	Does the worksite offer family leave?					

ORGANIZATIONAL BENEFITS						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
81.	Does the worksite offer tuition reimbursement?					
82.	Does the worksite offer job sharing?					
83.	Does the worksite offer an Employee Assistance Program (EAP)?					
84.	Does the worksite offer dependent care flexible spending accounts?					
85.	Does the worksite offer child care?					
86.	Does the worksite offer life insurance?					
87.	Does the worksite offer health promotion program?					
88.	Does the worksite offer prepayment or reimbursement?					
89.	Other:					
<b>ORGANIZATIONAL BENEFITS AREA TOTALS (# OF YES, IN PROCESS AND NO ITEMS)</b>						

# Company Health Culture Audit

ORGANIZATIONAL POLICIES						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
90.	Does the worksite have a workplace tobacco policy?					
91.	Does the worksite have an alcohol/drug policy?					
92.	Does the worksite have a seatbelt policy?					
93.	Does the worksite have a safety/emergency procedures policy?					
ORGANIZATIONAL POLICIES AREA TOTALS (# OF YES, IN PROCESS AND NO ITEMS)						

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WORKSITE SCORECARD					
	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
General (10)					
Physical Activity (20)					
Nutrition (16)					
Health Screening and Disease Prevention Management (2)					
Tobacco Use (7)					
Breast-feeding (3)					
Alcohol/Drugs (5)					
Stress Management (6)					
Organizational Benefits (20)					
Organizational Policies (4)					
<b>WORKSITE TOTALS (58)</b>					