

# Employee Guide

Courtesy of Pacific Group



## **STEP UP PROGRAM DISCLAIMER**

The authors and publishers disclaim any liability and responsibility to any person or entity regarding this program. Instead, every user individually assumes all risk of injury, loss or damage caused or alleged to be caused by the implementation of this program, be it direct, indirect, special, incidental or consequential.

The materials, ideas, concepts, principles and proposals contained in this program are intended to improve individual general wellness by providing good, practical information to assist healthy adult individuals in their fitness efforts.

This program makes no health claim and is not designed to help cure, heal or correct any illness, metabolic disorder or medical condition. The authors and publishers of this program are not health care professionals. They have compiled information they believed to be accurate and helpful from various sources to make suggestions and recommendations on how to design and implement a walking wellness program.

Program materials should not be construed as medical advice. It is recommended that the program be implemented under the supervision of a qualified and licensed fitness or health professional.

All individuals are encouraged to consult with their primary health care providers before making any changes to their diets, beginning an exercise program or taking supplements of any kind. All participants are urged to start slowly and gradually, to engage in safe exercise routines and practices and to discontinue their participation in the program if they experience discomfort, distress or any sign of injury.

Consulting with a health care provider before enrolling in the program is particularly recommended for individuals over the age of 35, minors, expecting or breastfeeding mothers, and individuals with diabetes, chronic hypertension, high blood cholesterol, cardiovascular disease or any other illness, disease, health problem, medical condition or metabolic disorder requiring special dietary needs.

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# Introduction to Step Up

Step Up is a program designed to encourage healthy, fit and active lifestyles through an increased focus on encouraging you to make time to walk more during your daily routine and to pursue walking as a recreational activity.

As a participant, you will be competing against yourself and your co-workers to see who can log the highest number of steps per week. At the end of 10 weeks, the individual or team with the greatest number of steps will be named the Step Up winner.

In this competition, your employer will track the total number of steps you take every week. Your employer may also provide progress updates throughout the 10-week program period.

(EDIT THE FOLLOWING SECTION AS NEEDED)

All program participants will receive (INSERT INCENTIVE). In addition, all participants who accomplish (INSERT BENCHMARK OR CONDITION) will receive (INSERT INCENTIVE). Finally, the top (INSERT NUMBER OF TOP PERFORMERS WHO CAN RECEIVE THE GRAND PRIZE, IF MORE THAN ONE) Step Up performer(s) will win the Grand Prize: (INSERT INCENTIVE).

## Dates and Times

Step Up will be **10 weeks long**.

In order to compete, you must submit your waiver by (INSERT WAIVER DUE DATE). This waiver is located on the last page of this document. Please detach it and return it to (INSERT PROJECT COORDINATOR).

We will begin with the initial wellness check-ins on (INSERT INITIAL CHECK-IN DATE/TIME). The final wellness check-in will occur on (INSERT FINAL DAY/TIME) at (INSERT PLACE).

## Walking Check-ins

Participants must report their weekly number of steps on (INSERT DAY) at (INSERT LOCATION) with (INSERT PROJECT COORDINATOR). All information will be collected confidentially and used solely for the Step Up competition. Your employer will only share your name and number of steps with co-workers and fellow competitors to recognize the effort you make in reaching your goals each week. For this walking program, it is recommended that you wear clothing and shoes that allow you to get around and cover long distances comfortably. Be sure to wear clothing that complies with office dress code policy during the program.

**The top (INSERT NUMBER) participants who accomplish their walking goals the most times in 10 weeks will win (INSERT INCENTIVE).**

## Prizes

Program participants are eligible for (INSERT DESCRIPTION OF PRIZES AND DESCRIBE CONDITIONS FOR EARNING PRIZES: PARTICIPATION, MEETING GOALS AND HIGHEST NUMBER OF STEPS).

Potential prizes include:

- (INSERT PRIZE\*)

\*Examples of prizes:

- Cash and cash equivalents
- Cash, bonuses, gifts
- Gift certificates

Fringe benefits

- Merchandise (water bottles, mugs, shirts, etc.)
- Gym memberships
- Employee discounts on employer products

Group health plan benefits

- Additional flex credits for cafeteria plans
- Additional HSA or HRA contributions
- Discounts on health insurance premiums
- Reductions in health insurance copayments

*Your health plan is committed to helping you achieve your best health. Rewards for participating in a wellness program are available to all employees. If you think you might be unable to meet a standard for a reward under this wellness program, you might qualify for an opportunity to earn the same reward by different means. Contact us at [\[insert contact information\]](#) and we will work with you (and, if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.*

## Connect with us

For weekly updates and weight loss tips, join our Step Up discussion on [\(Twitter/Facebook/etc.\)!](#)

- Twitter hashtag #StepUp
- Facebook group: [www.facebook.com/pages/\(INSERT URL HERE\)](http://www.facebook.com/pages/(INSERT URL HERE))

**For weekly updates and walking tips, join our Step Up discussion on [\(Twitter/Facebook/etc.\)!](#)**



**Eventually you  
want to be  
walking between  
7,000 and 10,000  
steps a day.**

## Setting Healthy Step Up Goals

Walking more doesn't just improve your fitness by virtue of exercise; it also improves your health by reducing the amount of time you are sitting or sedentary. Sitting or remaining sedentary for extended periods of time can make you more susceptible to chronic disease. Increasing your exercise level is also likely to help you relax and be more energetic as you go about your day.

Adding more steps to your day, setting aside time to go for a walk and improving your overall health are the goals, but how can you achieve them efficiently and safely?

- Start out slow and easy. Just walk out the door. For most people this means go outside, walk for 10 minutes, and walk back. That's it? Yes, that's it. Keep in mind you're competing against your co-workers to see who can log the most steps, so for more help on developing a robust walking regimen, visit [www.thewalkingsite.com](http://www.thewalkingsite.com).
- If you don't have time to walk regularly, or would like to add more steps to your day beyond an occasional leisurely stroll, you can increase your step count while going about your daily routine. To learn some ways you can accomplish this, visit [https://aom3.americaonthemove.org/~media/Tools/100\\_Ways\\_to\\_Add\\_2000\\_Steps.a\\_shx](https://aom3.americaonthemove.org/~media/Tools/100_Ways_to_Add_2000_Steps.a_shx).
- Eventually you want to be walking between 7,000 and 10,000 steps a day. These numbers are in line with several scientific recommendations, including those of the Centers for Disease Control and Prevention, which suggests that adults ages 18 to 64 need at least 150 minutes of moderate aerobic exercise per week. This equates to about 7,000 or 8,000 steps a day, according to Catrine Tudor-Locke, director of the Walking Behavior Laboratory at Pennington Biomedical Research Center in Baton Rouge, Louisiana. Walking 10,000 steps, or roughly 5 miles, has been shown to help control weight and potentially reduce blood pressure and the risk of developing diabetes. For more information on how much you should be walking to meet your health and fitness goals, visit [www.shapeup.org/resources/10ksteps.html](http://www.shapeup.org/resources/10ksteps.html).

The Step Up program uses pedometers to track the amount of walking you do while in the program, so be sure to have it on you at all times and record your steps regularly. Utilizing a personal walking chart or journal can help you monitor your progress. There are also numerous mobile apps that can help digitally monitor all of your fitness goals. Through determination, willpower and hard work, YOU can be the Step Up winner!

Good luck!

## Waiver and Release

Participation in this walking program is voluntary. I elect to participate in this walking program at my own risk and on my own time. This activity is not work-related or mandatory.

I understand that this physical challenge and its accompanying activities may result in injuries to the participants. I believe that I am in good health and can safely participate in this program. If I am a minor, an expectant or breastfeeding mother, an individual over 35 years of age or if I have diabetes, chronic hypertension, high blood cholesterol, cardiovascular disease or any other illness, disease, health problem, medical condition or metabolic disorder requiring special dietary needs, I have been advised to consult with my primary health care provider for a professional opinion before enrolling in the program.

Any changes in my diet, including the use of food supplements, weight loss or activity level, are entirely my responsibility.

I have carefully read this waiver and release, and I fully understand that it is a release of liability. I expressly agree to release and discharge and the authors of this program from any and all claims or causes of action. I agree to voluntarily give up or waive any right that I may otherwise have to bring a legal action against my employer or the authors of this program for any personal injury resulting from my participation in this program.

To the extent that a waiver and release of negligence is also allowed in this state, this waiver and release is also a waiver and release of negligence. If any portion of this waiver and release is deemed to be invalid by a court of competent jurisdiction, the remainder of the waiver and release from liability shall remain in full force and in effect.

By signing this waiver and release, I acknowledge that I have read and understand the waiver and release and the disclaimer provided with this program. I also understand and acknowledge that this waiver and release cannot be modified verbally.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

