



Wellness Policy Implementation Plan

- The Wellness Guidelines will be posted in the Office, distributed to staff during all-staff meeting and will be communicated through various communication tools such as emails and newsletters.
- The established Wellness Guidelines will be reviewed at least once a year to measure effectiveness.
- Wellness Guidelines will also be included as part of new employee orientation training, and new clients will be introduced to the Wellness Guidelines.
- At each staff retreat, wellness related ideas/practices will be on the all-staff meeting agenda to assure wellness policy compliance.
- The stipend will be used for new 5 gallon water dispensers for Gateway Neighborhood Center, water re-fills and paper-cups.