

Employee Wellness Program

Program Overview & Success Guide



Wellness Program Services and Administration Provided by
Working Well, LLC

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The Wellness Program

It's as easy as 1..2..3

1

REGISTER ONLINE

NEW PARTICIPANTS

Please visit the Wellness Program website:
www.workingwelltexas.com
and select "New Participants" to complete your registration.

CURRENT PARTICIPANTS

Read program announcements and reminders to stay on track and avoid missing upcoming activities and deadlines.

WANT TO REJOIN?

For employees who wish to reinstate their eligibility status, please contact the Program Administrator.

2

EARN CREDITS

ALL PARTICIPANTS

Please visit the Wellness Program website to submit your eligible activities from the current wellness year. Activities must be submitted by 11:59pm on **May 1, 2026** to receive credit.

Activities submitted after the deadline will be applied to the next year's credits.

A minimum of 50 wellness credits must be earned by the May 1 deadline each year to maintain eligibility status.

3

BIOMETRIC SCREENING

ALL PARTICIPANTS

A biometric screening and health assessment is required by May 1 each year.

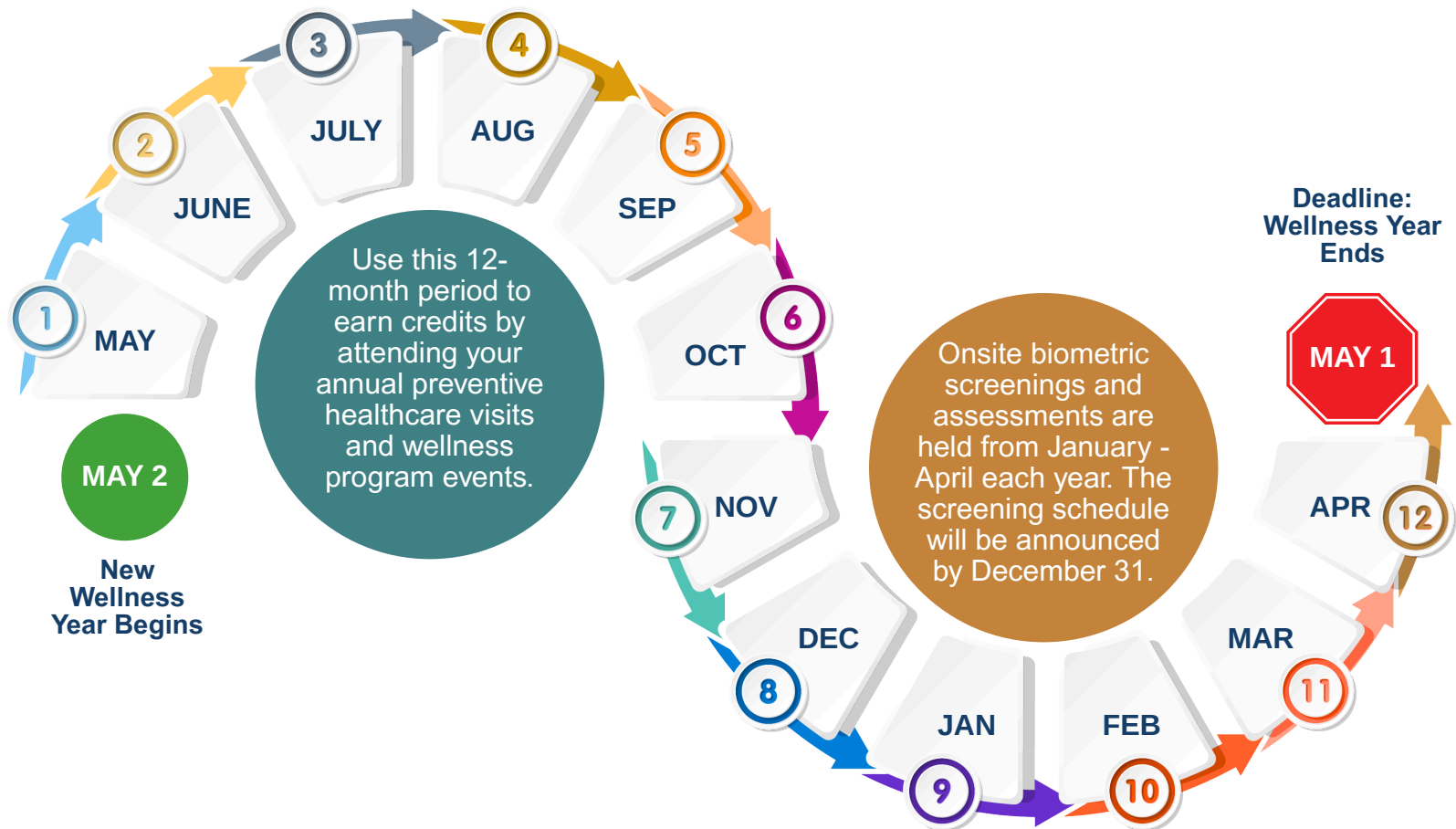
This requirement has 2 options:

Option #1: Complete your screening during a scheduled onsite visit with the Wellness Program Administrator.

Option #2: See a personal physician or local lab to request a biometric screening. You must report the results of your screening through the wellness website by **May 1, 2026**.

The Wellness Program

The Wellness Year at a Glance



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Earning Wellness Credits

Choose from a variety of eligible wellness activities to complete during the 12-month Wellness Year. Activities can be found on this page (right).

Report your wellness activity through the wellness website's secure upload feature (Submit My Activities).

Attend in-person and online education classes to learn about nutrition while earning wellness credits.

Book an appointment for individual nutrition counseling to improve your health and earn credits (min. 3 sessions).

Biometric Screening Onsite Rotation

Ridglea Building Employees
January - February

FWWR Yards
February - March

Quorum Employees
March - April

Onsite dates and times will be announced by 12/31

Qualifying Activities for Wellness Credits

<u>Credits per activity</u>	<u>Maximum Credits</u>
20 Annual Physical Exam	20
10 Bi-annual Dental Cleaning / Exam	20
10 Preventive Screenings*	30
10 Vision Screening / Exam	10
10 Hearing Screening / Exam	10
10 Individual Wellness Coaching: 3 sessions	10
5 Exercise Routine / Fitness	5
5 Wellness Program Courses + Quizzes	30
5 Wellness Workshops / Events	20
5 Community Event (5K, FunRun, Marathon)	10
5 Annual / Routine Immunizations	10

*Preventive Screenings:

Mammogram
Well Woman Exam/Pap Smear
Colonoscopy
Bone Density / DEXA Scan



DEADLINE TO
REPORT ALL
ACTIVITIES:
MAY 1, 2026

The Wellness Program Success Guide

A helpful tool for new and existing wellness program participants.

The goal of this program is to use a variety of tools, activities and education to improve the health and wellbeing of employees. The Wellness Program is part of your employee benefits package that provides a financial incentive to engage in your personal wellness. As a participant in the Wellness Program, you will work throughout the year to earn credits by participating in individual health and wellness-centered activities such as routine screenings and other preventive health appointments. Additionally, you will meet annually with the Wellness Program Coach/Coordinator to complete a Biometric Screening and Health Risk Assessment.

All personal health information that is acquired by the Wellness Program (Working Well, LLC) is protected under HIPAA privacy law and will never be shared with your employer. The Wellness Coach/Coordinator is onsite and available on a regular and recurring schedule throughout the year. Schedules and events for your company are accessible on the wellness program website (see activity calendar). While the Wellness Coach/Coordinator is not onsite every day, you may reach out via phone or email for assistance with program-related questions.

Please allow 24-48 hours for an email response.

IMPORTANT

It is the responsibility of the employee to submit all eligible activities before the **May 1, 2026 deadline**.

Please report all eligible activities through the HIPAA secured option on the Wellness Program website:

www.workingwelltexas.com → Submit My Activities

Important: The deadline for submitting credits for the 2025-2026 insurance plan year is 11:59pm on May 1, 2026. Any activities submitted *after* the deadline will be applied to the *next* wellness program year. There are no exceptions.

The Wellness Program offers reasonable access to all programs and activities. In the event that you are unable to participate in an activity or program offered by the Wellness Program due to a disability or limitation, please notify the Wellness Coach/Coordinator so that an alternative activity can be provided.

The Wellness Program Success Guide

Answers to common and important questions

I am new to The Wellness Program, what are my next steps?

If you are a newly hired employee or if you are enrolling in the Wellness Insurance Plan for the first time, you will need to also ensure that the Wellness Coach/Coordinator has your information. To register with the Wellness Program, please visit the wellness program website and click "New Participant Registration" on the home page: www.workingwelltexas.com.

How many credits do I need to earn each year to receive the Wellness insurance incentive?

50 wellness credits from individual wellness activities (see guide on previous page) are required for participation in the Wellness Insurance Plan. In addition to 50 wellness credits, you are also required to complete a biometric screening and health risk assessment with the Wellness Program Coach/Coordinator or a personal, licensed healthcare provider.

How and when do I schedule a biometric screening?

The Wellness Coach/Coordinator will send notifications each year to let you know when screenings will be done for your company. These are completed onsite and usually occur between January and April of each year. If you are seeing a healthcare provider for your screening, you may complete it any time within 12 months of the current program year.

When is the deadline to earn wellness credits?

All activities, credits and program requirements (including biometric screenings and health risk assessments) must be completed and submitted for credit by **11:59pm on May 1 of each year**. Any activities that are submitted *after* May 1 will be credited to the following year's Wellness Program period. There are no exceptions.

How can I submit my activities and also find other ways to earn wellness credits?

The Wellness Program website is an easy way to submit your wellness activities and also find a variety of educational courses, workshops, recipes, community events and more. You can also download the free mobile app, Express Wellness, from the website homepage for convenient access on-the-go! Visit the wellness website homepage to download.

Date

Type of Activity

Name of Provider / Event Location

Credits

Wellness Program Credit Tracker