

Policy #: _____

Approved by: _____

Effective: _____

Revised: _____

[Worksite] Active Meetings Policy*

Purpose

[Worksite] is committed to providing a work environment that promotes reducing sedentary behavior while at work.

Scope

This policy applies to all employees of [Worksite] .

Long (4 hours or more) meetings will include a set amount of time (10 minutes minimum) for physical activity breaks that include stretching, walking, or calisthenics. All meetings will include a reminder to allow employees to stand or perform light calisthenics (for 2 to 3 minutes in duration) after each 30 minutes of sitting.

Education and Implementation

1. The [Worksite] physical activity policies will be posted in employee breakrooms, promoted through multiple communication channels, and presented at new employee orientations to inform all employees.
2. Employees interested in engaging in physical activity may seek additional information from (human resources, worksite wellness coordinator/wellness champion) or access this policy at (insert website or location).

Consequences for Noncompliance

All employees of [Worksite] are expected to comply with this policy and obtain supervisor approval. Failure to comply will result in disciplinary action. Compliance does not mean all employees are forced to be active; however, the policy is intended for those who utilize the time to be active.

Supervisors/managers who do not allow employees to take part in policy will face disciplinary action.