

 <b>Norman Regional</b> HEALTH SYSTEM  <b>Policy &amp; Procedure Manual</b>		<b>Policy:</b> Employee Worksite Physical Activity	
		<b>Original Date Implemented:</b> 11/1/2012	<b>Policy #:</b> HR9315-214
		<b>Effective Date:</b> 1/15	<b>Supersedes Policy Dated:</b> 11/12
<b>Written/Reviewed By:</b> Wellness Committee	<b>Date:</b> 11/1/12; 1/15		
<b>Approved By:</b> Administration	<b>Date:</b> 11/1/12;1/15		

**Purpose:**

Norman Regional Health System is committed to promoting the health and well-being of all employees. Regular physical activity reduces stress, improves memory and concentration, and contributes to a host of positive health benefits. Worksites that promote physical activity contribute to a positive work environment. The Health System’s physical activity policy is designed to support and encourage an employee’s choice to incorporate regular physical activity during the course of the work day.

1. The Health System offers free employee on-site fitness areas at the HealthPlex, Porter campuses and at the Physical Performance Center. Changing areas are available at each location. Employees also have the option of a discounted membership, including family memberships for the *Norman Regional Health Club*.
2. Designated internal and external walking paths are available on the HealthPlex and Porter Campuses and are monitored by the Health System’s security staff. Campus walking maps are available on MyLink/Quick Links/ Facility Info.
3. Bicycle racks are available at both the HealthPlex and Porter Campuses.
4. Directors, managers and supervisors encourage and support staff that are physically able to use the stairwells when moving between levels of the Health System’s campuses.
5. Directors, managers and supervisors encourage and support all staff to utilize paid breaks as described in policy, HR9315-202, and lunch periods for physical activity.
6. Directors, managers and supervisors encourage and support daily job assignments that, when possible, offer employees the opportunity to exercise during their regularly scheduled work hours, including paid breaks, while ensuring that the work of the department(s) is accomplished.
7. The employee wellness website, mywellatwork, provides health information and resources to encourage and support physical activity at work and at home. The Health

System employee network, MyLink provides up to date information and availability of individual, group and/or team physical activity offerings that occur throughout the year.

8. The Health System's Wellness Committee and Health Promotion Specialists also provide ongoing information about regular and special opportunities for physical activity, including individual/team events and programs.
9. Health System staff who organize full working day conferences schedule breaks that offer participants the opportunity to exercise. Example: a one-hour lunch break could have 30 minutes available for physical activity; or provide 15 minutes into the morning and afternoon breaks that allows for walking, etc.