



[Insert company logo]

## **[Company Name] Active Workplace Policy**

**PURPOSE:** As a means of encouraging good mental and physical wellbeing the Chief Medical Office UK Physical Activity Guidelines encourage adults to avoid inactivity and engage in a minimum of 150 minutes of moderate physical activity a week in order to reduce the risk of developing many chronic diseases. Physical activity also supports cooperation and communication skills, promotes emotional wellbeing and resilience and can increase productivity in the workplace. Recognising that most people will spend more than half of their waking hours each day at or travelling to work **[Company Name]** is committed to providing a work environment that promotes physical activity and supports employees in meeting Physical Activity Guidelines.

**POLICY STATEMENT:** **[Company Name]** will support employee wellness and provide opportunities for employees to be physically active while at work, specifically:

- Managers and supervisors will support employees to use breaks and lunch periods for physical activity if desired, and if feasible for the employee's position.
- Where possible and appropriate, Employees may request a flexible schedule to engage in physical activity, including an alternate start or end time to the workday to accommodate physical activity before, during or after work.
- Where appropriate, Employees will be encouraged to engage in active meetings, including taking walking meetings, providing activity breaks during meetings, and allowing for standing during meetings.

**SCOPE:** This policy applies to all employee, interns and volunteers of **[Company Name]**. **[Company Name]** will ensure that wellness opportunities are provided for all employees, regardless of age, cultural or religious practices, gender, sexual orientation or disability status.

**SUPPORTING ACTIVITIES:** The following measures will be provided to employees to support the implementation of this policy:

- Will engage with Somerset Activity and Sport Partnership (SASP) and will conform with the requirements to become an accredited 'Active Workplace'.
- Employees are encouraged to get to work through active or sustainable means of transportation. Secure bike storage facility will be provided onsite and suitable facility will be made available for employees to change before or after active transportation.
- **[Company Name]** will join the HMRC 'Cycle2Work' scheme which will enable employees to acquire quality cycles suitable for active transport at a tax-free price.
- Where appropriate, a dress code will be implemented which supports the requirements of active travel.
- **[Company Name]** will encourage and support the formation of workplace sports teams participating in local "social sport" opportunities, and will support employees who wish to organise other activity events and opportunities.
- Employees will be encouraged to walk around the premises whenever possible, discouraging the use of internal phone calls and emails where appropriate. Signs will be posted at usable stairwells to encourage the use of stairs.
- A communication platform will be provided for staff to promote or advertise suitable activity opportunities or events.
- **[Company Name]** will subsidize or arrange discounted membership to **[fitness centre/ health club name]** for employees and their domestic partners and dependent children.
- Functional on-site fitness equipment will be available to employees at no cost.
- Active workstations, such as standing desks, will be offered to employees at no charge.