



2024 WELLNESS PROGRAM

TAYLORTM

Participate in your Wellness Program in 2023 to
earn a Premium Discount in 2024.

Wellworks^{For You}

Welcome to your 2024 Wellness Program!

If you are eligible for medical benefits through Taylor, you (and your spouse) will have the opportunity to earn a premium discount for 2024. This guide outlines the actions required in 2023 to earn the premium discount for the 2024 benefits year. We encourage you to check out these resources and the Wellness Portal today!



NEW for 2023

Our wellness credits continue to be an important feature in our Wellness Program and this year, emphasis is being placed on engaging with your Primary Care Physician. Completing your screening with your physician can lead to early identification of health risks or conditions and also help ensure your other preventive exams are being completed. By submitting your Physician Results Form, you will earn 4 credits under the program.

Your Triglyceride levels have replaced tobacco usage in the program and a healthy range receives 1 credit under the program. Triglycerides are important to keep in range because high levels can lead to heart disease and other chronic conditions. While tobacco status is no longer a requirement of the program, we encourage each tobacco user to consider a cessation program. See page 6 for available resources.

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WELLWORKS PORTAL

Employees and spouses each have their own account, with their own set of credentials. Your individual account has already been created for you. Please use the information below to log into your Wellworks Portal account.

LOG IN AND GET STARTED

If you have already logged into the Wellworks Portal, please continue to use your current username and password. If you do not recall your credentials, use the Forgot Username or Forgot Password buttons on the Portal.

New users see details below:

1. Go to www.wellworksforyoulogin.com or download the Wellworks For You app
2. Your username will be T plus your Employee ID (Employee) and spouses will add an "S" to the end of the Employee ID
 - Employee Username Example: **T1234**
 - Spouse Username Example: **T1234S**
3. **First time users**, your temporary password will be your individual Date of Birth in MMDDYYYY format (No dashes, slashes, or spaces; does include leading zeros)
 - Employee Password Example: **11221975**
 - Spouse Password Example: **01051975**
4. Accept the terms of the Consent Form
5. Fill in the required information

FOR ADDITIONAL SUPPORT, CHAT WITH US LIVE ON THE WELLWORKS PORTAL

(not available on the mobile app)



Our "Chat Live" feature will give you access to chat with one of our helpful representatives during our regular business hours (*Monday to Friday 8:00am EST to 7:00pm EST*) to answer any questions and guide you on a path towards wellness.

PROGRAM INCENTIVES

All benefits eligible employees and spouses are encouraged to participate in the Wellness Program in 2023.

Employees and spouses who are enrolled in a medical plan for 2024 **are required** to complete the **Know Your Number Assessment** as well as the **Biometric Screening** to earn a premium discount of up to \$1,200 each for meeting any of the following goals or improving since your last screening:

	EE	EE+Spouse
Submit Physician Results Form *New (4 points)	\$480	\$960
Healthy Ranges		
BMI less than or equal to 27.5 (2 points)	\$240	\$480
OR Waist Circumference less than or equal to 34.5 Inches (Female), less than or equal to 37 Inches (Male)		
Blood Pressure less than or equal to 129/84 (1 point)	\$120	\$240
LDL Cholesterol less than or equal to 159 (1 point)	\$120	\$240
Glucose less than or equal to 110 (1 point)	\$120	\$240
Triglycerides less than or equal to 150mg/dl *New (1 point)	\$120	\$240
ANNUAL TOTAL	\$1,200	\$2,400

PROGRAM OVERVIEW

Two (2) steps are required to receive your premium discount in 2024. The requirements must be completed by October 13, 2023.

***REQUIRED Step 1: Complete the Know Your Number Assessment by October 13, 2023**

Complete all sections, **except** for the Health Metrics section.

- If your health metrics have already been entered, complete the questionnaire and click **Finish** to submit your responses.
- If your health metrics have not been entered, complete the questionnaire and click **Save**. The assessment will be automatically completed once your metrics are entered by Wellworks For You.

Once your assessment is completed (questionnaire and health metrics), your results report will be available on the Know Your Number Assessment page, as well as the Wellness Locker under the Health Records section

***REQUIRED Step 2: Complete and submit a Biometric Screening by October 13, 2023**

- **OPTION 1: PHYSICIAN RESULTS FORM – 4 points/\$480 towards the 2024 incentive**

Visit your Primary Care Physician (PCP) between **October 15, 2022 and October 13, 2023** for your physical with standard fasting lipid blood panel plus glucose lab work. Print out the Physician Results Form located within the Wellness Locker, linked on the homepage and take it to your doctor.

Lab results must be documented on your Physician Results Form and returned to Wellworks For You. Additional information is available on the Physician Results Form.

- **OPTION 2: QUEST PATIENT SERVICE CENTER**

Visit a local Quest Diagnostics facility to complete your screening with standard fasting lipid blood panel plus glucose lab work. Lab work completed through Quest will be sent directly to Wellworks For You. You can log onto the Wellworks Portal for more details on this option.

Step 3 - Complete an Alternative Standard (if applicable) by November 30, 2023

Once your health metrics have been entered from your biometric screening, your results will correlate to your premium discount (listed on **page 3**). If you do not earn credit for a metric, you may complete an Alternative Standard to earn credit (see **page 5**).

ALTERNATIVE STANDARD

For additional information on how to earn credits, contact your Wellworks Coordinator at taylorwellness@wellworksforyou.com for more details on the options below and how to earn credit.

IMPROVEMENTS

If you were unable to meet a healthy range during this biometric screening cycle, you can earn full credit for out-of-range metrics, by improving from your prior year's biometric screening based on the chart below. Improvement credits are not automatic and will be updated within 2-3 weeks once your screening results have been entered.

Metric	Improvement	Example
BMI OR Waist Circumference	10% weight loss OR 2" reduction	250 → 225 OR 40" → 38"
Blood Pressure	2% reduction	140/90 → 137/88
LDL Cholesterol	5% reduction	180 → 171
Glucose	5% reduction	125 → 119
Triglycerides	5% reduction	180 → 171

LOCKTON NURSE ADVOCATE (LNA)

Taylor has partnered with Lockton Nurse Advocate to provide health support for members. LNA provides dedicated registered nurses who provide support and education about your health and chronic conditions. All conversations between you and your nurse are completely confidential. Contact LNA at 1.833.782.7403, or TaylorLNA@lockton.com to learn how they can help you achieve full credit for missed metrics.

You can reach out to LNA once your biometric screening results have been entered into the Wellworks Portal to get started. For each metric not achieved, you may work with Lockton Nurse Advocate to establish goals to fulfill achievement of the metric. Goals must be completed by **November 30, 2023**. For each goal you achieve by this date, you will earn one additional point (as a reminder, each point equals a \$120 annual discount toward your health premium). Once your goal is achieved, LNA will notify Wellworks for You and your overall points score will be updated on the Portal.

Metric Not Achieved	Required Goal(s)
BMI OR Waist Circumference	Up to two (2) goals
Blood Pressure	One (1) goal
LDL Cholesterol	One (1) goal
Glucose	One (1) goal
Triglycerides	One (1) goal

ADDITIONAL RESOURCES



e-LS: Tobacco Cessation

Looking for help with tobacco use?

The Wellworks Portal has a Tobacco Cessation e-Learning Series available for anyone interested in learning more!

1. Select the e-Learning section from the homepage or via the Portal **Menu**
2. Select the **e-LS: Tobacco Cessation** from the e-Learning dashboard
3. Complete the **Pre-Module Survey**
4. Watch each video and take the quiz with each module. If you do not pass the quiz (a 70% score or higher) you must wait 24 hours before taking the quiz again.
5. You will be required to wait **one week** in between each module before the next module will open
6. After you finish the 6th module, you must complete and submit the **Post-Module Survey**

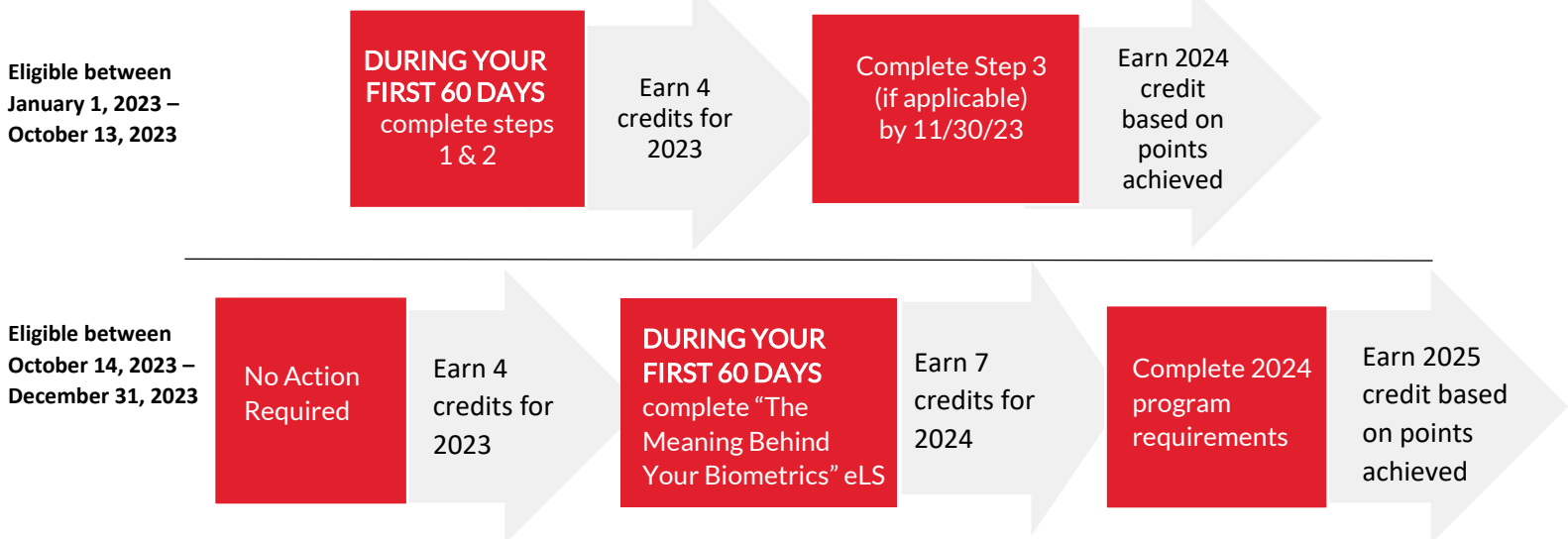
Wellworks Challenges

Up to four (4) new challenges will be held during the year. Challenges are open to benefit eligible employees and their spouses – you do not need to be enrolled in a medical plan to join. More details will be announced via email throughout the year!



NEW HIRES/NEWLY ELIGIBLE

Below are the details on how new hires and newly eligible employees and spouses may earn a premium discount.



New Hire/Newly Eligible between January 1, 2023 – October 13, 2023

- You have **60 days to complete Steps 1 & 2** to earn four (4) credits or eight (8) credits if your spouse is also enrolled. Please note, if you had a physical completed between **October 15, 2022 and October 13, 2023** it will be accepted. Please submit the completed Physician Results Form.
- If you did not complete Steps 1 & 2 within 60 days of hire to earn a partial incentive in 2023, you still have time to complete these steps by **October 13, 2023** to earn an incentive in 2024.
- Credits for 2024 will be based on points achieved during the 2023 screening process – up to \$1,200 annual discount for employee; up to \$2,400 annual discount if your spouse is also enrolled.

New Hire/Newly Eligible between October 14, 2023 – December 31, 2023

- The biometric screenings end on October 13, 2023. For 2023, you will automatically receive four (4) credits or eight (8) credits if your spouse is also enrolled.
- To earn additional credits for 2024 (and receive larger premium discounts), you have **60 days** to complete the e-Learning Series, **The Meaning Behind Your Biometrics**, on the Wellworks Portal.
- Once on the Portal, click into the **e-Learning** tab on the homepage and navigate to **The Meaning Behind Your Biometrics** to get started. You will be asked to complete a Pre-Module Survey. Then, beginning with Module 1, watch each video and take the quiz associated with each module. If you do not pass the quiz (a 70% score or higher) you must wait 24 hours before taking the quiz again. Completing the course **and** Post Module Survey will result in seven (7) credits or \$70/month or fourteen (14) credits or \$140/month if your spouse is also enrolled in 2024.

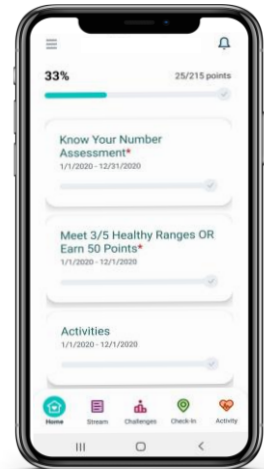
PLEASE NOTE: Four (4) credits = \$40/month, eight (8) credits = \$80/month

Don't wait to get started, the sooner you complete the requirements, the sooner your credits will be applied for you.


ADDITIONAL INFORMATION

SMARTPHONE APP

The Wellworks For You Portal App includes all of your favorite features from the Portal including programs, events, incentive tracking and more! Simply search for **Wellworks For You** in the Play Store or App Store to download the free App.



NOTIFICATIONS INBOX

View your Wellness Program reminders in the **Notifications Inbox** located on the right side of your Wellworks Portal homepage. Click on  above the **Notifications Inbox** to view your Wellness Program reminders in detail.

VIEW DETAILS FOR PROGRAMS, EVENTS, AND ACTIVITIES

Events are listed within **My Next Steps** on the homepage. If there are sub-events associated with a component, they will display in the pop-up. On the Portal homepage under **My Next Steps**, the status of each component will be displayed next to each program requirement (*Get Started, In Progress, or Completed*).

VIEW YOUR INCENTIVE PROGRESS


Looking for an overview of your progress to date?


- Log into your Wellworks Portal (www.wellworksforyoulogin.com).
- View your program status right on the homepage in the top right-hand section.
- My Progress will show completion of required program components.
- For more details, click on any event title in the **My Next Steps** section. Selecting an event title will open a pop-up with detailed information.
- Once a component is complete, it will be marked as **COMPLETED**.



My Next Steps

0 Tasks Remaining

 **Biometric Screening**
Complete this step by either attending the Onsite Biometric Screening, submitting the Physician Results Form, or utilizing Voucher ★ COMPLETED

 **Know Your Number Assessment**
Complete the assessment by selecting the Know Your Number Assessment event title from the homepage or via the menu page. Complete all questions, except for the Health Metrics section. Wellworks will upload your screening results once you... ★ COMPLETED

ADDITIONAL INFORMATION

VIEW AND DOWNLOAD DOCUMENTS FOR COMPLETION

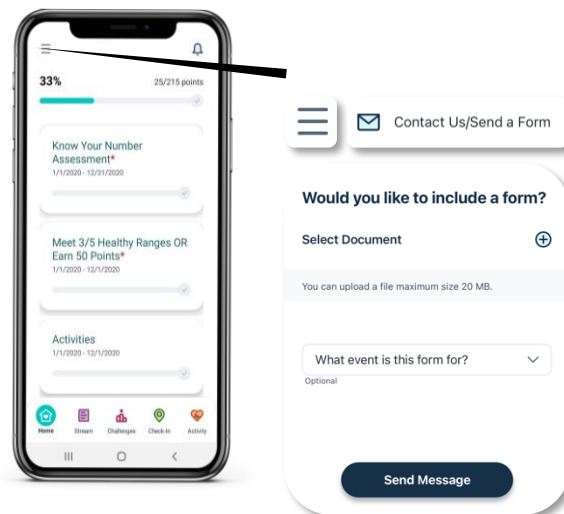
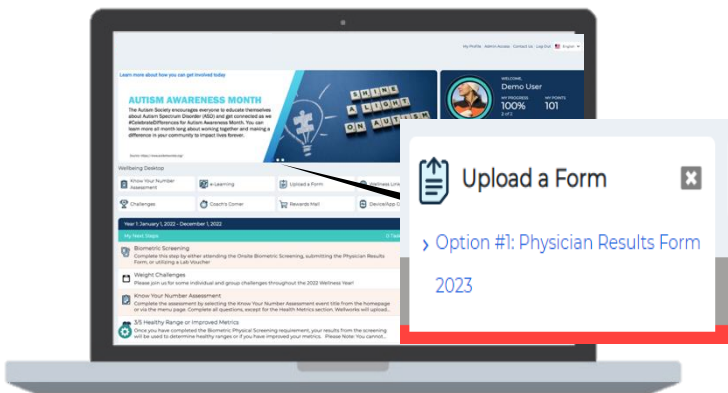
All forms, guides, and applicable documents are located in your Wellworks Portal within the Wellness Locker accessed via the Portal **MENU** or homepage section. Download and/or print PDF forms for completion.

SUBMIT YOUR COMPLETED DOCUMENTS BY **OCTOBER 13, 2023**

Your completed Physician Results Form should be submitted to the Wellworks Forms Department in one (1) of the following ways:

Upload to Portal: Click the **Upload a Form** tile from the homepage or via the menu page, select the event title from the dropdown and upload your form to the portal. This will be securely emailed for processing. Users are limited to **one (1)** file per email.

Upload to Mobile App: Take a photo of your form using your Smartphone. Next, upload it to the Wellworks For You Mobile App via the **Contact Us/Send a Form** tab in the **menu** located in the top left corner of the home screen.



PLEASE NOTE: Wellworks For You requires at least seven (7) to ten (10) business days for processing and participation to be updated in the Wellworks Portal.

THE FINE PRINT

The Taylor Wellness Program is a voluntary wellness program available to all benefit eligible employees and their spouses. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program, you will be asked to complete a health risk assessment, Know Your Number, that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You will also be asked to complete a Biometric Screening, which will include a lipid panel/glucose blood test and body measurements, as well as achieve Health Ranges or complete an Alternative Standard. You are not required to complete these components. However, benefit eligible employees and their spouses who choose to participate in the wellness program will receive a premium discount effective January 2024.

If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Wellworks For You at 800-425-4657.

The information from your Know Your Number Assessment and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program. You also are encouraged to share your results or concerns with your own doctor.

PROTECTIONS FROM DISCLOSURE OF MEDICAL INFORMATION

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the Wellness Program and your employer may use aggregate information it collects to design a program based on identified health risks in the workplace, Wellworks For You will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information are the Wellworks For You team in order to provide you with services under the wellness program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact Wellworks For You at 800-425-4657.

OCTOBER

2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Questions about your Wellness Program?

CONTACT YOUR WELLNESS TEAM

All questions regarding your Wellness Program structure, status in the program, deadlines, etc. should be directed to your **Wellness Team** via the Wellworks For You Portal.

Simply select Contact Us from the Portal homepage or Wellworks For You mobile app. You can also call Wellworks For You at 800.425.4657.

HRConnect will not have specific information about wellness activities; however, they are always available as a resource to employees at hrconnect@taylor.com or 1.877.252.9861.

