



2024

WELLNESS PROGRAM



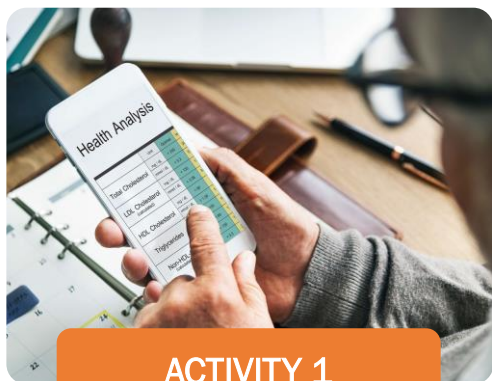
BGDC DISTRIBUTION

Participate in your Wellness Program this year to earn \$600 in Rewards Mall Gift Cards.



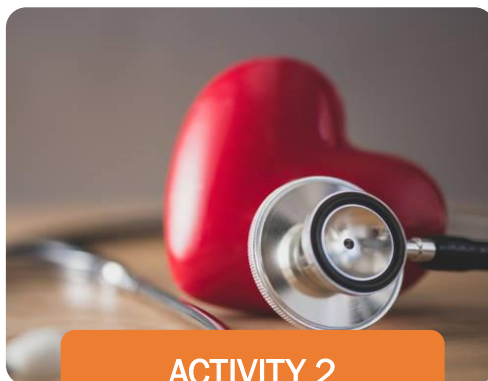
Welcome to your 2024 Wellness Program!

All associates will have opportunities to participate in various wellness activities to earn an incentive. Your new program requirements are listed below. See page 3 for how to complete these steps.



ACTIVITY 1

BIOMETRICS & KYN ASSESSMENT
EARN \$200



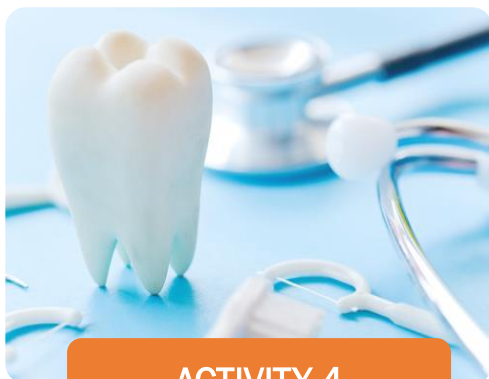
ACTIVITY 2

ANNUAL PHYSICAL W/ DOCTORS SIGNATURE
EARN \$200



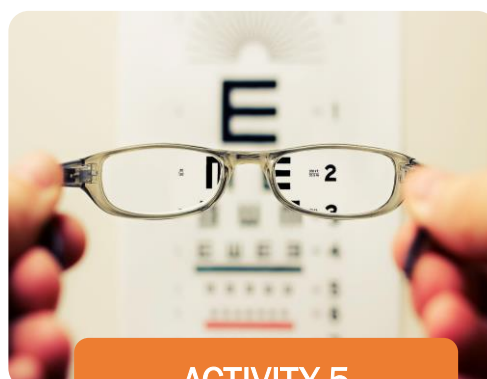
ACTIVITY 3

PREVENTIVE AGE/GENDER EXAM
EARN \$100



ACTIVITY 4

DENTAL EXAM
EARN \$50



ACTIVITY 5

VISION EXAM
EARN \$50

PROGRAM ACTIVITY DESCRIPTIONS

ACTIVITY 1: OBTAINING YOUR BIOMETRICS + COMPLETING THE KNOW YOUR NUMBER QUESTIONNAIRE

DEADLINE: November 30, 2024

Part 1, Option 1:

LabCorp - Visit a local LabCorp facility to complete your screening with lab work. Lab work completed through LabCorp will be sent directly to Wellworks For You. Participants can begin the process of scheduling an appointment with LabCorp by printing the LabCorp voucher located on the Wellness Portal within the **Wellness Locker** linked on the homepage or the **Menu** page. Follow the instructions on the flyer provided to complete the screening.

Participants can get their lab results in two (2) different ways:

1. Log into the Labcorp Patient Portal: <https://patient.labcorp.com/>
Participants can view, download, and print new and historical LabCorp results from this portal.
2. Click on the **Health Metrics Tile** through the **Wellworks For You Wellness Portal Homepage**.
Participants can view and compare new and historical health metrics from the Wellness Portal homepage.

View Your Health Metrics:

- Go to www.wellworksforyoulogin.com
- Log in using your account credentials
- Select **My Health Metrics** from the Portal Homepage
- Select **View Metrics**
- Choose **Metric Collection Event/Screening** from the dropdown menu.
- Select your screening type
- Click **Run Report**

Part 1, Option 2:

Visit your Primary Care Physician (PCP) for an annual physical with lab work. Print out the **Physician Results Form** located within the **Wellness Locker**, linked on the Wellness Portal homepage, and take it to your doctor. All required metrics must be collected between **December 1, 2023** and **November 30, 2024** and submitted to Wellworks For You by **November 30, 2024** to receive credit. Please allow ample time when scheduling your annual physical, as well as time for blood work to be processed by the lab and received by your PCP's office. Do not send lab results directly to Wellworks For You.

Part 2:

Complete the assessment by selecting the **Know Your Number (KYN) 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 complete your Biometric Screening.

- 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 completed once your metrics are entered by Wellworks For You.

Once your assessment is completed in its entirety (questionnaire and health metrics), your results report will be generated and available on the **Know Your Number (KYN) Assessment** page of the Wellness Portal and uploaded to the **Wellness Locker** under the **Health Records** section. Your participation in the assessment will also be updated at this time.

PROGRAM ACTIVITY DESCRIPTIONS CONT'D

ACTIVITY 2: ANNUAL PHYSICAL WITH DOCTOR'S SIGNATURE

DEADLINE: [November 30, 2024](#)

Visit your Primary Care Physician (PCP) for an annual physical. Print out the **Annual Physical Form** located within the **Wellness Locker**, linked on the **Wellness Portal homepage**, and take it to your doctor. The exam must take place **between December 1, 2023 and November 30, 2024** and submitted to Wellworks For You by **November 30, 2024** to receive credit. Please allow ample time when scheduling your annual physical.

ACTIVITY 3: PREVENTIVE AGE/GENDER EXAM (1 PER YEAR)

DEADLINE: [November 30, 2024](#)

Submit the **Preventive Screening Form** for the preventive screening you complete. Exams include mammogram, pap smear, annual OB/GYN, colorectal, dermatology, or prostate exams. Exams must take place between **December 1, 2023 and November 30, 2024**. The **Preventive Screening Form** is located on the **Wellness Portal homepage** under **Wellbeing Desktop>Wellness Locker**.

ACTIVITY 4: DENTAL EXAM (1 PER YEAR)

DEADLINE: [November 30, 2024](#)

Complete **one (1)** dental exam/routine cleaning and submit the completed Preventive Screening Form by **November 30, 2024**. Exams must take place between **December 1, 2023 and November 30, 2024**. The **Preventive Screening Form** is located on the **Wellness Portal homepage** under **Wellbeing Desktop>Wellness Locker**.

ACTIVITY 5: VISION EXAM (1 PER YEAR)

DEADLINE: [November 30, 2024](#)

Complete **one (1)** vision exam and submit the completed Preventive Screening Form by **November 30, 2024**. Exams must take place between **December 1, 2023 and November 30, 2024**. The **Preventive Screening Form** is located on the **Wellness Portal homepage** under **Wellbeing Desktop>Wellness Locker**.

INCENTIVES

All associates have the opportunity to earn up to **\$600 in Rewards Mall Gift Cards** for completing various Wellness Activities

ACTIVITY	INCENTIVE
Biometrics + the Know Your Number Assessment	\$200
Annual Physical w/Doctor Signature	\$200
Preventive Age/Gender Exam (1 per year)	\$100
Dental Exam (1 per year)	\$50
Vision Exam (1 per year)	\$50

REWARDS MALL

In the Rewards Mall, employees may choose from a variety of reward cards including your favorite restaurant and retail establishments! You may also choose to redeem your Wellness Dollars to make a donation to a designated charity of your choice.

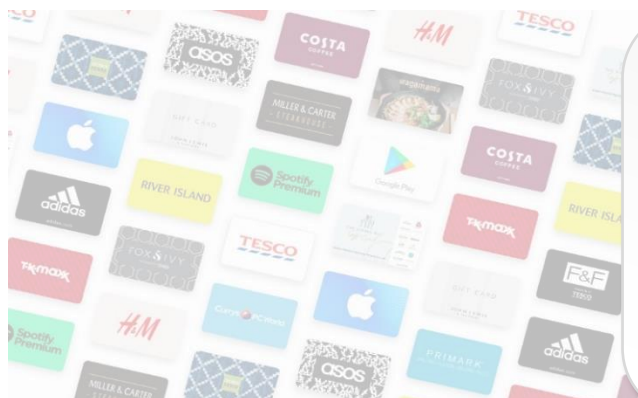
HOW TO REDEEM YOUR WELLNESS DOLLARS/REWARDS:

1. Log into the [Wellness Portal](#)
2. Click the **Rewards Mall** menu item to open a pop-up
3. Select the button to **Redeem New Rewards** within the pop-up. This will generate a link to redeem your rewards.
4. Click the **Redeem this Reward** link to enter the Rewards Mall
5. Your Wellness Dollar Balance will be displayed at the top of the **Rewards Mall** page
6. Select your preferred electronic reward card and enter the dollar amount you would like to redeem
7. Checkout by clicking your cart in the top right corner and selecting **Checkout**
8. Review and complete your order

You will receive an email once rewards are available. Rewards are distributed on a monthly basis for those who complete activities.

PLEASE NOTE: You must redeem any eligible Reward Card dollars earned throughout the year by **12/1/2025**. You will not be able to access your rewards after **12/1/2025**.

Rewards dollars are considered taxable income and are required to be reported to comply with IRS tax regulations.



REWARDS MALL

Redeem and Reward Your Wellness

WELLNESS PORTAL

In order for your participation in the program to be tracked, eligible participants must be registered under the **BGDC Distribution** Portal. Please follow the steps below to log into your Wellworks For You account.

In accordance with HIPAA confidentiality laws, your individual data is accessible only to you and the third-party vendor, Wellworks For You.

LOG INTO THE WELLNESS PORTAL OR MOBILE APP

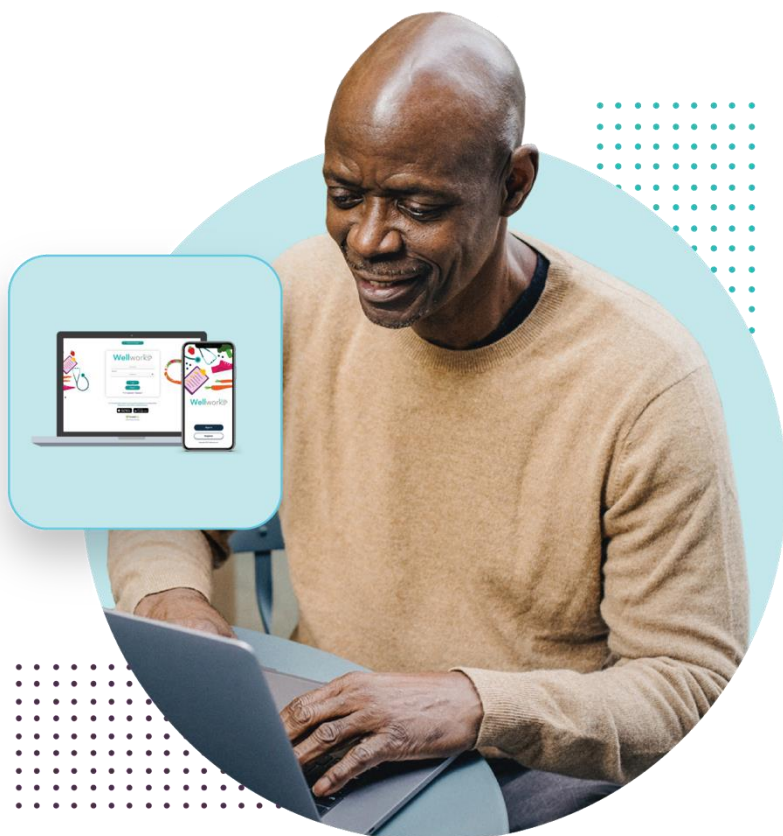
1. Go to www.wellworksforyoulogin.com
2. Your username will be: **BGDC+ Employee ID** (no spaces, dashes, or other punctuation) EX: BGDC123456
3. Your temporary password* will be: **MMDDYYYY**
4. Accept the terms of the Consent Form
5. Fill in the required information

*PLEASE NOTE:

The temporary password is only for the first time you access the Wellness Portal and you will be prompted to change it upon entry. If you have accessed the Wellness Portal in the past, you should continue to use your existing password.

FORGOT YOUR USERNAME OR PASSWORD?

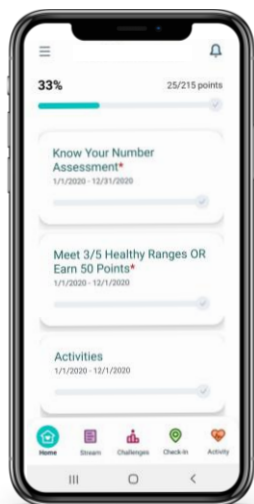
1. Go to www.wellworksforyoulogin.com
2. Click the link **Forgot Username** or **Forgot Password**
3. Follow the instructions to retrieve your username or reset your password
4. If issues persist, please contact Wellworks For You at **800.425.4657**



ADDITIONAL INFORMATION

SMARTPHONE APP

The Wellworks For You Portal App includes all of your favorite features from the Portal including programs and events listings, 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 Wellness 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 on your personal Wellness Portal within **My Next Steps**. You can access this via the **My Next Steps** section on the homepage. To view more details about a program component, select **Get Started**. If there are sub-events associated with a component, they will display in the pop-up. Wondering what you have completed to date? The component under **My Next Steps** will be marked as **COMPLETED** in blue once the requirements are met. 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 Wellness 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 a 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 Wellness 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 NOVEMBER 30, 2024

All completed documents should be submitted to the Wellworks Forms Department in one (1) of the following ways:

UPLOAD TO THE WEB PORTAL:



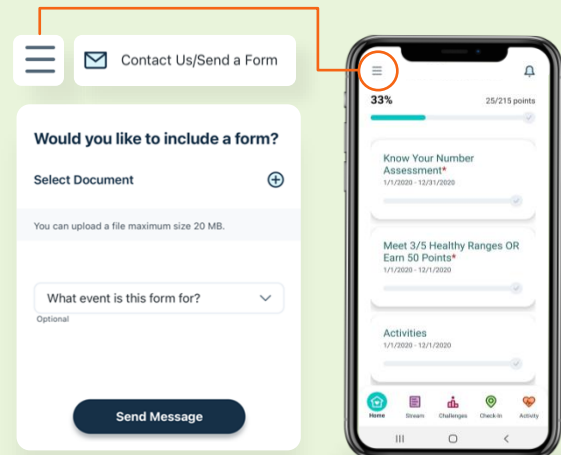
Click the **Upload a Form** tile from the homepage or via the menu page select the event title from the dropdown and upload your form to the portal. Users are limited to **one (1)** file per submission.



UPLOAD VIA THE 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. Select the event listed under **What event is this form for?** Users are limited to **one (1)** file per submission.



PLEASE NOTE:

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

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

(This feature is only available on the web 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.

THE FINE PRINT

The BGDC Distribution wellness program is a voluntary wellness program available to all employees. 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 voluntary 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 an Annual Physical with Lab Work, which will include a lipid panel/glucose blood test and body measurements, complete an Age/Gender Preventive Exam and a Dental and Vision exam. You are not required to complete these components. However, employees who choose to participate in the wellness program will receive up to \$600 in Rewards Mall Gift Cards.

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 HRA 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 **BGDC Distribution** 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.



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 your **Wellness Portal**.



CONTACT US

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**.

