

NOW

BE WELL. BE YOU. BE THERE.



Welcome to your new wellness program.

Full-time employees can engage in wellness activities to earn points for chances to win Wellness Dollars redeemable in the Rewards Mall.

Employees enrolled in Schupan's medical plan will have opportunities to win Wellness Dollars and earn Medical Premium Savings.

Your new program requirements are listed below.

Full-time Employees

Complete these **required steps** to be eligible for a raffle drawing for **Wellness Dollars**:

1. Download the **HealthJoy App**
2. Complete the **Know Your Number Risk Assessment (KYN)**

Engage in and complete **wellness activities** for multiple chances at winning rewards of **up to \$600**.

Employees Enrolled In Schupan's Medical Plan

If you are **enrolled in the Schupan Medical Plan**, complete the following to save **up to \$1,000 on your Medical Premiums**:

Enrolled Employee, in addition to completing steps 1 & 2:

3. Upload the **Physician Results Form (biometrics)** to the portal
4. Upload **one (1) Preventive Screening Form** (medical, dental or vision)
5. Complete **one (1) e-Learning series**

Enrolled Spouse:

Submit **one (1) Preventive Screening Form** (medical, dental or vision)

Email tmr@schupan.com for details



*Please see page 3 for details!

Incentives

Full-time employees will have opportunities to participate in various wellness activities to earn raffle entries for **Wellness Dollars redeemable in the Wellness Rewards Mall**. All employees enrolled in the Schupan Medical Plan will have opportunities to earn raffle entries for **Wellness Dollars** and earn Medical Premium Savings.

MEDICAL ENROLLMENT STATUS	PROGRAM STEPS TO COMPLETE	INCENTIVE
Enrolled in the Schupan Medical Plan	HealthJoy App, Biometrics, KYN, one (1) preventive screening, one (1) eLearning series, Wellness Activities	Medical Premium Savings of up to \$1,000 and earn raffle entries to win up to \$600 for the Rewards Mall.
<p>Please note: If you are enrolled in the Schupan Medical Plan and you are only interested in receiving the Medical Premium Savings, you do not need to complete wellness activities.</p>		
NOT Enrolled in the Schupan Medical Plan	HealthJoy App, KYN, Wellness Activities	Earn raffle entries to win up to \$600 for the Rewards Mall.

Employees can earn **up to 300 points** by completing Wellness Activities, granting them **raffle entries to win up to \$600 to be redeemed in the Wellness Rewards Mall**. Winners will be announced after the wellness year has ended.

POINT TIER	NUMBER OF RAFFLE ENTRIES EARNED
Tier 1 = 100 points	One (1) entry to win \$100
Tier 2 = 200 points	Two (2) entries: One (1) entry to win \$100 One (1) entry to win \$200
Tier 3 = 300 points	Three (3) entries: One (1) entry to win \$100 One (1) entry to win \$200 One (1) entry to win \$300

Please Note:

- **Ten (10) winners** will be selected for each Point Tier.
- **Employees hired before 1/1/2024** must complete the program steps to earn the incentive by November 30, 2024. Premium savings will be applied to 2025.
- **Employees hired after 1/1/2024** have the option to complete the program steps **within 90 days of hire date** to earn the incentive for 2024. In this case, premium savings will also be applied to 2025.
- **The breakdown of Premium Savings is as follows:**
 - \$400 Annual – Physician Results Form (Biometrics)
 - \$400 Annual – Preventive Screening Form
 - \$200 Annual – Spouse Preventive Screening Form Submission

Program Requirement

Descriptions

Full-time Employees

Deadline: November 30th, 2024

Step 1 – Download the HealthJoy app and register

- After downloading the **HealthJoy app**, open it and click “**Sign Up.**” Enter the email address tied to your employee benefits. If you use a different email, you’ll need to answer additional security questions, including date of birth and the last four digits of your SSN to verify your identity.
- You’ll receive an **activation link** after verifying your identity via email and/or SMS. Lastly, you’ll be prompted to **create a password** to secure your account.
 - A **HealthJoy Informational Flyer** can be found on **oneschupan.com**.

Step 2 – Complete the Know Your Number Risk Assessment (KYN).

- Complete the assessment by selecting the **Know Your Number Health Assessment** from the Wellbeing Desktop on the homepage.
- While the KYN only needs your height, weight, and waist circumference to be submitted, you have the option to use the Physician Results Form (biometrics) to help you fully complete the Health Metrics section which will generate more informative results.
 - *If you would like to enter all health metrics later*, you can partially complete the questionnaire by clicking **Save**.
 - Click **Finish** to submit your response. **PLEASE NOTE that the KYN cannot be changed after you click Finish.**
- Once your assessment is completed, your results report will be generated and available on the **Know Your Number Assessment page**, as well as uploaded to the **Wellness Locker** under the **Health Records section**. Your participation in the assessment will also be updated at this time.

Step 3 – Complete Wellness Activities

- Wellness Activities are listed starting on page 6. Employees can earn **up to 300 points** granting them **raffle entries to win up to \$600 to be redeemed in the Wellness Rewards Mall**.

Employees Enrolled In

Schupan’s Medical Plan

Deadline: November 30th, 2024

Step 1 – Download and register on the HealthJoy app

- Instructions are listed under Step 1 for full-time employees. Additionally, a **HealthJoy Informational Flyer** can be found on **oneschupan.com**.

Step 2 – Upload the Physician Results Form (biometrics) to the portal *and* complete the KYN

- Visit your Primary Care Physician (PCP), Employee Health Center, or complete your biometrics screening as determined for your work location (TMR will provide further instructions).
- Print out the **Physician Results Form** located within the **Wellness Locker** and take it to your doctor.

Step 2, continued

- All required metrics (**BMI, blood pressure, height, waist, weight, A1C, fasting glucose, cholesterol LDL, cholesterol HDL**) must be collected between **December 1st, 2023**, and **November 30th, 2024**, and submitted to Wellworks by **November 30th, 2024** to receive credit.
 - Please **allow ample time** when scheduling your biometric screening, as well as time for blood work to be processed by the lab and received by your PCP's office!
 - **PLEASE NOTE** only **one form** may be submitted per year. It is the participant's responsibility to ensure the completed form is submitted by the deadline. It is advised that you retain your own copy.
- Instructions on how to complete the **KYN** are listed on **page 4**.
- **PLEASE NOTE: Employees in the Kalamazoo area are encouraged to use the Employee Health Center for this step.** Get started by making an appointment at www.marathon-health.com or calling **269-924-0500**.

Step 3 – Complete one (1) eLearning Series

- Complete **one (1) e-Learning Series** at the **Learning Center** via the menu page.
 - Employees may choose to complete **one (1) of the e-Learning Series** listed below to fulfill this requirement:
 - ✓ How Sleep Affects Your Overall Health & Wellbeing
 - ✓ Lower Back Health and Care
 - ✓ Mindfully Managing your Weight
 - ✓ Techniques for Resiliency and Coping Mechanisms
 - ✓ Trinity Advisor Group Presents: Financial Wellness
 - Begin by completing the **Pre-Module Survey**, watch each video module and complete the **Post-Module Survey**.
 - **PLEASE NOTE:** Google Chrome is the recommended browser when participating in e-Learning Series on the Wellness Portal.

Step 4 – Upload one (1) Preventive Screening Form (medical, dental or vision)

- Employees must complete and submit **one (1) Preventive Screening Form by November 30, 2024**. The **Preventive Screening Form** is located within the **Wellness Locker**. Exams completed between **12/1/2023** through **11/30/2024** will be accepted.
- **Employees may submit Preventive Screening proof for their spouse.** Exams completed between **12/1/2023** through **11/30/2024** will be accepted. Employees can submit through an encrypted email to TMR@schupan.com, or fax to 269.382.9798. Both options will send the document to a confidential HR inbox with limited access. Forms will not be printed, and emails will be deleted after the information has been recorded.

Step 5 – Complete Wellness Activities

- Wellness Activities are listed starting on page 6. Employees can earn **up to 300 points** granting them **raffle entries to win up to \$600 redeemable in the Wellness Rewards Mall**. Spouses are ineligible for incentives.



Activities

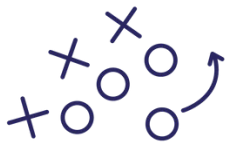
Full-time employees can participate in wellness activities to earn points for raffle entries to win Wellness Dollars for the Wellness Rewards Mall! Employees can earn **up to 300 points**, granting them **raffle entries to win up to \$600 to be redeemed in the Wellness Rewards Mall**. All activity submissions should be uploaded and completed by **November 30, 2024**. Employees will redeem their Wellness Dollars by choosing from a variety of reward cards from the Wellworks Rewards Card Mall. Winners will be announced after the wellness year has ended!



DONATE BLOOD

LIMIT 2 PER YEAR | 40 POINTS EACH (80 MAX)

- Earn **40 points** when you donate blood. Submit proof of participation to Wellworks such as confirmation email, receipt, registration information, etc.
- Click the **Upload a Form** tile from the Wellness Portal homepage, select the **event title** from the dropdown and upload your proof.



JOIN A SPORTS LEAGUE

LIMIT 2 PER YEAR | 40 POINTS EACH (80 MAX)

- Earn **40 points** by participating in any sports league that is a minimum of six (6) weeks long (ex: basketball, volleyball, bowling, etc.).
- Submit proof of participation to Wellworks such as confirmation email, receipt, registration information, etc.
- Click the **Upload a Form** tile from the Wellness Portal homepage, select the **event title** from the dropdown and upload your proof.



PHYSICAL ACTIVITY LOG

25 POINTS

- Log **50 workouts during the wellness year** using the **Physical Activity Log** found in the **Wellness Locker** and submit the completed form to Wellworks.
- Click the **Upload a Form** tile from the Wellness Portal homepage, select the **event title** from the dropdown and upload your proof.



VOLUNTEERISM

LIMIT 4 PER YEAR | 40 POINTS EACH (160 MAX)

- Volunteer for the betterment of your community and earn **40 points!** Spend **at least three (3) hours** contributing to a local cause. Examples include a community fundraiser, animal shelter, food bank service, park clean-up, or volunteer coaching of a children's community sports team.
- Submit proof of participation to Wellworks such as confirmation email, registration information, or a picture of yourself taken at the event, etc.
- Click the **Upload a Form** tile from the Wellness Portal homepage, select the **event title** from the dropdown and upload your proof.



MEDITATION LOG

25 POINTS

- Log **50 meditation sessions during the wellness year** using the **Meditation Log** found in the **Wellness Locker** and submit the completed form to Wellworks.
- Click the **Upload a Form** tile from the Wellness Portal homepage, select the **event title** from the dropdown and upload your proof.



MEET WITH A FINANCIAL OR 401K ADVISOR

LIMIT 4 PER YEAR | 25 POINTS (100MAX)

- Submit proof of participation to Wellworks such as confirmation email, or registration information.
- Schedule an appointment (for 401k, call Greenleaf Trust at 269-553-8400).
- Click the **Upload a Form** tile from the Wellness Portal homepage, select the **event title** from the dropdown and upload your proof.



MOMENTS OF GRATITUDE LOG

25 POINTS

- Log **50 moments of gratitude during the wellness year** using the **Gratitude Log** found in the Wellness Locker and submit the completed form to Wellworks.
- Click the **Upload a Form** tile from the Wellness Portal homepage, select the **event title** from the dropdown and upload your proof.



ANNUAL WALKING CHALLENGE

25 POINTS

- Log **1,000,000 steps** (around **2,700 steps per day**) by **November 30, 2024**. Connect your device through the Wellworks menu by clicking on “Device/App Connect” or manually enter your steps on the Wellness Portal homepage under **Wellbeing Desktop>Fitness and Nutrition Dashboard**.
- **Please Note:** For instructions on how to sync your device/app visit the **Wellness Locker** on the Wellness Portal homepage under the **Wellbeing Desktop** or [click here](#).



WELLNESS CHALLENGES

LIMIT 2 PER YEAR | 30 POINTS EACH (60 MAX)

- All details regarding the wellness challenges will be announced **via email** during the year!



TAKE A COOKING CLASS

LIMIT 2 PER YEAR | 40 POINTS (80 MAX)

- Participating in a cooking class can be helpful for learning the fundamentals of cooking, meeting new people, or learning about new dishes and techniques!
- Submit proof of participation to Wellworks such as confirmation email, registration information, or a picture of yourself taken at the event, etc.
- Click the **Upload a Form** tile from the Wellness Portal homepage, select the **event title** from the dropdown and upload your proof.



GYM/FITNESS CLASS CHECK-INS

25 POINTS

- Log **50 gym visits, fitness classes, or fitness studio visits during the wellness year** using the gym check-in feature via the Wellworks For You mobile app.
- Check into your gym or fitness facility by **downloading the Wellworks For You mobile app**. Once logged into your mobile app, select the **Check-In icon** at the bottom of your screen. Click **Check-In**. The app will search for any gym or fitness centers within 0.25 miles of your location.



CPR TRAINING

30 POINTS

- Report your certification or recertification and earn **30 points!** Certificates must be issued by the American Heart Association, or by American Red Cross. Certificates must be issued between **12/1/2023** through **11/30/2024**.
- Click the **Upload a Form** tile from the Wellness Portal homepage, select the **event title** from the dropdown and upload your certificate.



RACE PARTICIPATION

LIMIT 4 PER YEAR | 40 POINTS EACH (160 MAX)

- Participate in any race and earn **40 points**. Submit proof of participation to Wellworks such as confirmation email, receipt, registration information, etc.
- Click the **Upload a Form** tile from the Wellness Portal homepage, select the **event title** from the dropdown and upload your proof.



POST ON SCHUPAN STRONG FACEBOOK PAGE

LIMIT 5 PER YEAR | 25 POINTS (125 MAX)

- Share an activity or experience you had that supports your well-being and post a photo on our Facebook page:
www.facebook.com/groups/SchupanStrong
- Click the **Upload a Form** tile from the Wellness Portal homepage, select the **event title** from the dropdown and upload your proof.



HYDRATION LOG

25 POINTS

- Log **at least 64 oz per day for an 8-week period** using the **Fitness & Nutrition Dashboard** or the **Hydration Log** found in the **Wellness Locker**.
- Submit the completed **Hydration Log** to Wellworks by clicking the **Upload a Form** tile from the Wellness Portal homepage, select the **event title** from the dropdown and upload your proof. *You do not need to submit the Hydration Log if you are using the Fitness & Nutrition Dashboard.*

Rewards Mall

You must **complete the required steps to earn up to 300 points** for raffle entries for chances to win Wellness Dollars redeemable in the Wellworks Rewards Mall. In the Rewards Mall, employees may choose from a variety of reward cards including your favorite restaurant, retail establishments, or you may also choose to redeem your rewards to make a donation to a designated charity of your choice. *Rewards must be redeemed within one (1) year of the November 30, 2024, deadline.*



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

*Please Note: You have until **November 30, 2025** to access your 2024 rewards.*



If you would like to total your Wellness Dollars and redeem the entire balance at one (1) time, do not click the Redeem New Rewards button until you are ready to redeem all of your Wellness Dollars. All currently available Wellness Dollars will be sent to the Rewards Mall when you click the Redeem New Rewards button. Any Wellness Dollars earned after that point will be available through a new Redeem New Rewards button and will not be totaled with any previously converted Wellness Dollars.

Wellness Portal

In order to track your participation in the program, eligible participants must be registered under the **Schupan Portal**. Please follow the steps below to log into your Wellworks account or create an account if you do not have one.

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

EMPLOYEES:

- 1 Go to www.wellworksforyoulogin.com and select Login
- 2 Your username will be: **SCHU_First Initial, Last Name + Date of Birth** (no spaces, dashes, or other punctuation)
a.Example: SCHU_jdoe01011990
- 3 Your temporary password* will be: **DOB in MMDDYYYY** format (including leading zeros)
a.Example: 01011990
- 4 Fill in the required information and accept the terms of the Consent Form

EMPLOYEE SPOUSE:

- 1 Go to www.wellworksforyoulogin.com and select Register
- 2 Enter the Company ID: **13183**
- 3 You will create your own username and password, select **Spouse/Domestic Partner**, and you will need to enter the employee username (Ex: SCHU_jdoe01011990) in the Primary Username field to link your accounts
- 4 Fill in the required information and accept the terms of the Consent Form

**Employee spouses are not eligible to receive incentives.*



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 at **800-425-4657**

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.

Additional Information

Smartphone App

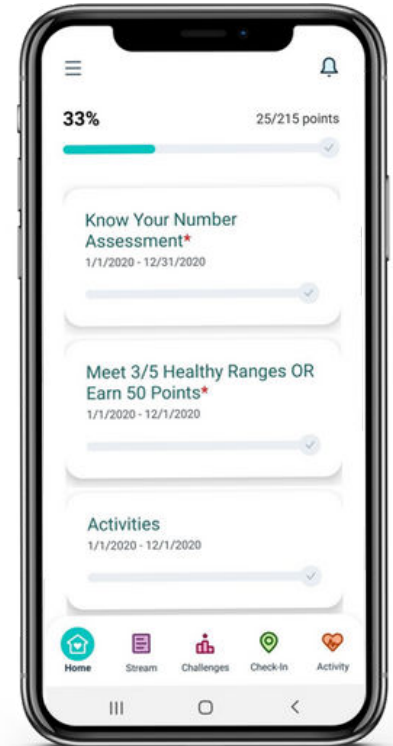
The Wellworks For You Portal App includes all of your favorite features from the portal including programs and events listings, incentive tracking, and more! Simply search for **Wellworks For You** in the Play Store or App Store to download the free app.

Notifications Inbox

View your wellness program reminders in the notifications inbox located on the right side of your homepage. Click on above the notifications inbox to view your wellness program reminders in detail. 📧

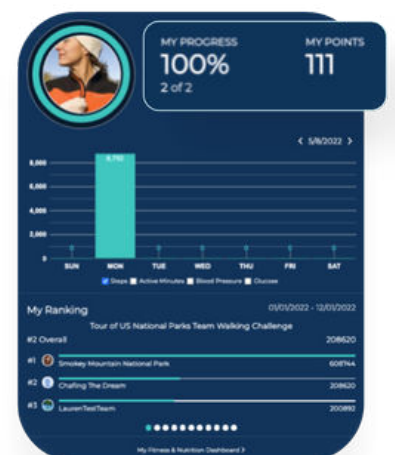
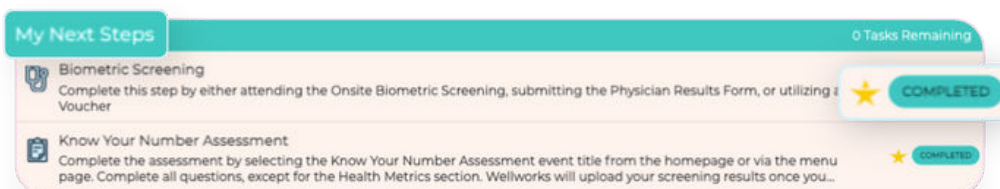
View Details for Programs, Events, and Activities

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

1. Log into your Wellness Portal (www.wellworksforyoulogin.com).
2. View your program status right on the homepage in the top right-hand section.
3. My Progress will show completion of required program components.
4. 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.
5. Once a component is complete, it will be marked as **COMPLETED**.



Additional Information

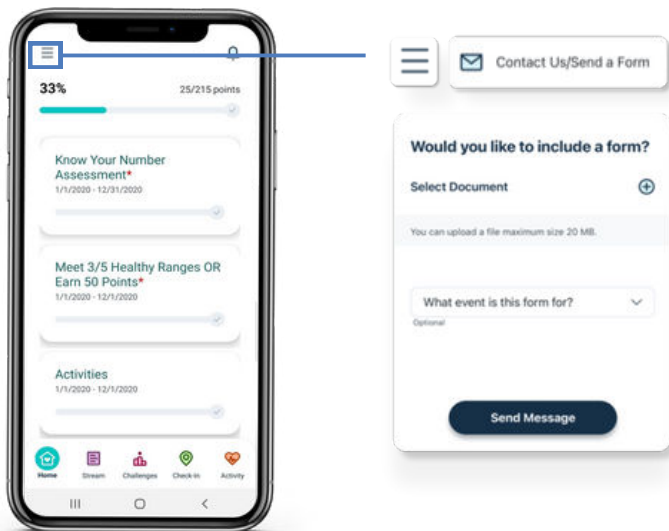
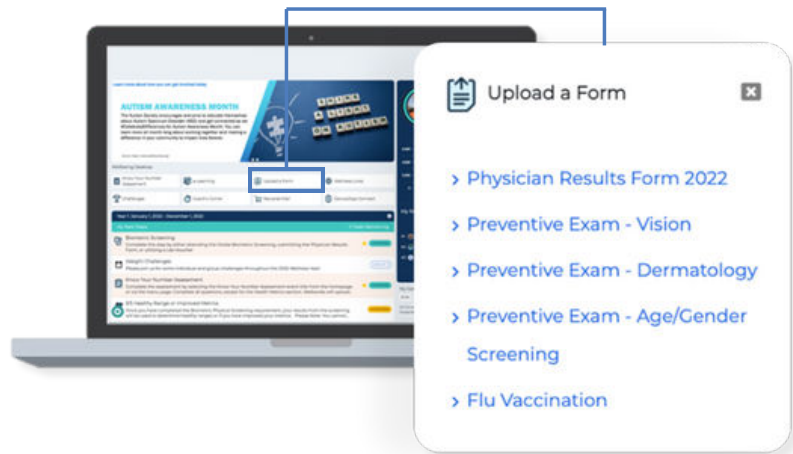
All forms, guides, and applicable documents are located in your wellness portal within the Wellness Locker accessed via the portal MENU or homepage section. Download and/or print PDF forms for completion.

Submit your Completed Documents by NOVEMBER 30TH, 2024

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

Upload to Portal Via Website:

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 to Portal Via Smartphone:

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 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

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.

ONLY AVAILABLE ON THE WEB APP.



Fine Print

The Schupan 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 download the HealthJoy app, complete an Annual Physical with Lab Work (which will include a lipid panel/glucose blood test and body measurements), complete one (1) preventive exam for the employee and/or employee spouse, and complete one (1) eLearning series. You are not required to complete these components. However, employees who choose to participate in the wellness program will receive raffle entries to win up to \$600 in Wellness Rewards and employee's enrolled in Schupan's Medical Plan can earn up to \$800 in Medical Premium Savings or up to \$1,000 in Medical Premium Savings if the employee spouse submits proof of preventive exam.

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 Health Risk 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 Schupan 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?

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**.

For additional support, go to www.oneschupan.com.

