



Web Industries Scheduling Protocol for Scheduling Wellness Coaching

1. **Initial Coaching Session:** As in previous years, all Employee Owners will be scheduled by Human Resources for their initial onsite visit with the local health coach. Human Resources staff will ensure that every Employee Owner is seen at least once (assuming that they are participating in the Wellness program) to ensure that they receive their points for the incentive program.
2. **Additional/Follow up sessions:** Following the initial round of coaching, there may be some Employee Owners who wish to follow up with their local wellness coach and/or the Health Coach may recommend follow up appointments, especially for those individuals who are considered high risk (smokers, high BMI etc.). These follow up sessions may take place either onsite, telephonically or off-site where available.

If the follow up sessions are to take place during work hours, it will be the responsibility of the Employee Owner to schedule the appointment with their coach and to get any necessary approval from their manager/supervisor to leave their work area in order to attend their appointment. The Health Coach will encourage/remind the Employee Owner of this policy but it will ultimately be the responsibility of the EO to make sure this time has been approved.

It will be the responsibility of the coach to coordinate all site visits and request space needed for appointments with the designated site HR staff.