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# MODEL PHYSICAL ACTIVITY POLICY

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MONTANA  
NUTRITION & PHYSICAL  
ACTIVITY PROGRAM



## PHYSICAL ACTIVITY POLICY

Date of approval: \_\_\_\_\_

Effective date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Supersedes: Policy# \_\_\_\_\_

### Purpose

This policy establishes guidelines to promote a work environment that increases opportunities for employees to engage in physical activity. Regular physical activity is one of the most effective disease prevention behaviors. Physical activity programs reduce depression; improve stamina and strength; reduce obesity when combined with diet; and reduce risks of high blood pressure, elevated blood lipids, stroke, and type 2 diabetes.<sup>1</sup>

### Policy

[NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ is committed to increasing opportunities for employee fitness and reducing barriers to such efforts by:

1. **Promoting activity breaks** - activities, meetings, and functions scheduled for more than 1½ hours should include walking/moving or stretch breaks on the agenda. Walking/moving meetings will also be encouraged throughout the day as applicable.
2. **Supporting flexible employee schedules** to incorporate physical activity into the workday. Employees can request the use of lunch or break times for fitness activities or alternate start/end workdays to accommodate physical activity. Such flexibility is subject to [NAME OF FACILITY/ ORGANIZATION] \_\_\_\_\_ operational constraints, official hours of work, and the needs of the public.
3. **Identifying physical activity opportunities** such as maps and signage to walking routes, recreational and exercise facilities, and use of stairs should be encouraged with point of decision signs posted near stairwells and in elevators.
4. **Encouraging employees to utilize wellness resources** provided by [HEALTH INSURANCE PROVIDER] \_\_\_\_\_ and any [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ wellness program opportunities. Programs and resources include:
  - Health screenings that include the measurement of fitness levels (BMI, blood pressure, lipid testing, etc.);
  - Lunch-n-learn opportunities on a variety of health topics including physical activity;

- Fitness challenges and lunchtime walking/moving clubs;
- Discounts on memberships in local fitness centers;
- Diabetes prevention and weight reduction programs for qualified employees with no co-pay.

*Note: Each policy/strategy must include elements to provide accommodations for all employees.*

## Scope

This policy is applicable to all [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ departments and entities. Administration Supervisors are responsible for promoting an environment that supports employee physical activity.

## References

1. [Physical Activity](#) from the Division of Population Health, National Center for Chronic Disease Prevention and Health Promotion.

## Resources

- [Walk This Way](#): A Resource on State and Local Policies that Support Physical Activity and Wellness in and Around the Workplace from ChangeLab Solutions.
- Physical Activity in the Workplace : A Guide for Employers  
<https://stacks.cdc.gov/view/cdc/61633>.
- Eat Smart, Move Smart North Carolina, Physical Activity Policy:  
<https://www.eatsmartmovemorenc.com/resource/physical-activity-and-healthy-eating-policy/>.
- Vermont Sample Workplace Physical Activity Policy Template:  
<https://www.healthvermont.gov/sites/default/files/documents/pdf/SAMPLE%20PHYSICAL%20ACTIVITY%20WORKSITE%20POLICY.pdf>
- Based on the needs of your facility/organization, here are some resources that can be added to the policy language offered above:
  - **Paid time off (PTO) for physical activity** - In the same way that some organizations provide employees with PTO hours utilized for volunteer work or preventative health care, your organization may elect to provide physical activity PTO hours each month.
  - **Employer matching** - Similar to employer matching of employees' charitable contributions; Employers are provided with 30 minutes of paid time for physical activity for every 30 minutes of activity the employee puts in on their personal time. You can have employees submit a physical activity plan to Human Resources in order to "qualify".
  - **Incorporate exercise opportunities into internal computer systems**, to prompt employees to take a walking break, a moving break, or to engage in a few desk exercises.

*Note: This is a sample policy and will therefore differ for each workplace. Wellness policies should be altered to accommodate your workplace's specific needs.*

For more resources or specific questions, please contact:

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