



Duke Manufacturing

2023 Well-Being Program Guide

Duke Manufacturing is committed to helping our employees focus on their well-being. We've partnered with Health Advocate to offer you expert tools, resources and a reward to help you thrive!



Start date:
January 1, 2023



Complete activities
that will help you thrive



Deadline to earn points:
November 30, 2023



Feel good knowing you've
earned a reward

Well-Being Reward Details

You can earn up to \$300 by completing well-being activities. Earn \$1 for every 1 point, up to \$300 for 300 total points. You can redeem your rewards in \$100 increments. Rewards are redeemed through the Duke HR team.

Log on to your Health Advocate member website at any time to track your activity and see how many points you have earned so far.

Well-Being Reward & Program Eligibility

The Duke Manufacturing Well-Being Program reward is available to all active employees. Spouses and dependent children age 18+ can utilize the wellness program features, but are not eligible for the reward.



Being active is more than a goal — it's a way of living



Activities	Action(s) to Earn Points	Points/Max.	✓
Stay on Top of Your Health			
Annual Physical	Complete your annual physical with your physician between 12-1-2022 and 11-30-2023. Physical exams help you stay on top of your health and ensure you're up-to-date on important preventive measures. <i>Log into Health Advocate to self-report your exam and upload proof. If you are enrolled in a Duke medical plan, points will automatically be awarded approximately 3 months after completion.</i>	75/75	
Preventive Care	Stay on top of your health by completing preventive care exams. Visits occurring between 12-1-2022 and 11-30-2023 will qualify for points. <i>Log into Health Advocate to self-report your exam and upload proof. If you are enrolled in a Duke medical plan, points will automatically be awarded approximately 3 months after completion.</i> Earn points for the exams below: <ul style="list-style-type: none"> • Breast Cancer Screening • Cervical Cancer Screening • Cholesterol Screening • Colon Cancer Screening • Diabetes Screening • Osteoporosis Screening • Preventive Dental Visit • Prostate Cancer Screening • Skin Cancer Screening • Vision Exam 	25/75	
Adult Immunizations	Protect yourself and others by staying up-to-date on your immunizations. Refer to the CDC guidelines and speak with your doctor to confirm if the immunization is right for you. Self-report that you are up-to-date on the Health Advocate website. <ul style="list-style-type: none"> • Flu Shot • COVID-19 Vaccine • COVID-19 Booster • Hepatitis B • Pneumonia Vaccine • Shingles Vaccine • Tetanus Vaccine 	25/75	
Healthy Actions			
Personal Health Profile (PHP)	Complete this online survey to assess your lifestyle and its impact on your health.	50/50	
Personal Pathfinder	Take this assessment to help guide you to your well-being priorities and discover what is most important to you.	10/20	
Health Advocate Website or App Visit	Sign on to Health Advocate through the website HealthAdvocate.com/dukemfg or the mobile app.	5 per quarter	
EAP Webinars	Complete the webinars available through Health Advocate's EAP+Work/Life program for your personal and professional development. Log into Health Advocate to find available webinars and to report completion for points. You will need to upload the Completion Certificate provided after the webinar.	10/50	



Live each day
with **intention**
and **direction**



Activities	Action(s) to Earn Points	Points/Max.	✓
Your Tobacco Status			
Quit Tobacco Pathway Completion	Complete the 12-week Quit Tobacco Pathway online or with a Wellness Coach. Earn points by completing at least 8 weekly sessions.	200/ 200	
Health & Well-Being Coaching			
Chronic Care Support Program	The Health Advocate Chronic Care Support Program is designed to help you better manage chronic conditions. Participate in phone sessions with a Nurse Coach to learn how to better manage chronic conditions. <i>Eligibility determined by PHP, biometric screening, claims data, and/or self-identification of chronic condition.</i>		
	Earn points for speaking with a Nurse Coach and enrolling in the program.	50/50	
	Earn points for completing the program through scheduled phone sessions with a Nurse Coach. <i>Program length varies based on personal needs.</i>	250/250	
Personalized Wellness Coaching	A Wellness Coach can help you meet your health goals and thrive. Connect with a Wellness Coach via telephone, email, or secure web messaging. <i>Coaching is unlimited.</i>		
	Earn points for completing one Health Education Session.	25/25	
	Complete a 6-session Coaching Program.	100/100	
Jump-Start Coaching Programs	Work with a Wellness Coach on specific goals to get started on your path to better health. Each program consists of 3 easy calls, after which you will have a personalized action plan to continue your efforts.		
	<p>On The Move: This program will help you be more physically active and develop a workout routine that sticks.</p> <p>Make Control Your Goal: If you have elevated or high blood pressure and want to learn how to better manage your numbers, this program may be perfect for you.</p> <p>Scale Down: If you're thinking about losing weight but unsure of where to start, this program can help.</p> <p>Stress Less: This program will help you learn to better manage stress, find time to unwind, and live life in balance.</p>	50/100	



866.799.2728

Email: answers@HealthAdvocate.com

Web: HealthAdvocate.com/dukemfg

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Well-being is a journey, not a race








Activities	Action(s) to Earn Points	Points/Max. ✓
Take Action for Better Health		
Personal Pathways	Explore online personal pathways to take action for improved well-being. There are a variety of pathways to choose from to help you build skills and learn new healthy habits.	75/150
Well-Being Workshops	Participate in online, self-paced workshops on nutrition, fitness, stress, weight loss, resilience, financial wellness, and more! <i>Complete all chapters to earn points.</i>	10/50
Complete Real Appeal Weight Loss	Participate and complete the Real Appeal Weight Loss program with UMR for wellness points. Participation will be provided to Duke and points will be awarded quarterly.	200/200
Well-Being Challenges	Have fun while getting healthy by participating in wellness challenges. In order to earn points, you must track your progress each week of the challenge. You can earn points for two types of challenges:	
	Duke Challenges are planned for the entire year to encourage healthy competition between you and your coworkers. Stay tuned for challenge dates and details!	Stay Tuned!
	Personal Challenges are available to start on your own at any time. Participate on your own or invite your coworkers.	10/50
Create Healthy Habits		
Healthy Behavior Tracking	Track your progress and reach healthy goals! Connect your fitness device or manually track your activity. See chart on page 5 for trackers.	100 max
Link Your Fitness Device	Easily accumulate points for health trackers linking your fitness device, favorite wellness app or Apple Health to the Health Advocate website or mobile app.	25/25
Gym Membership	Enroll or sign up for a local gym or fitness center membership and earn wellness points. Log into Health Advocate to report your enrollment and upload proof, such as a copy of the agreement.	25/25
Other Ways to Earn Points		
Duke Wellness Seminars	Attend onsite wellness seminars hosted by Duke. More details will come from HR. Points will load on a quarterly basis.	Stay Tuned!




Small steps add
up to **big gains**



Track healthy habits and meet the recommended goals to earn points.
Earn a maximum total of 100 points across all trackers.

Health Tracker	Recommended Goal	Points
 Distance Exercised	Log the distance you exercise daily	1
 Whole Grains	Eat 3 or more servings of whole grains daily	1
 Fruits and Vegetables	Boost your nutrition by eating 5 or more servings daily	1
 Sleep	Function your best by sleeping 7 to 9 hours each night	1
 Sodium	Strive for healthy blood pressure by reducing your intake to 2,500 mg or less daily	1
 Steps	Stay on your feet by taking 10,000 or more steps daily	1
 Stretching	Improve your flexibility by stretching for 10 or more minutes daily	1
 Water	Stay hydrated by drinking 64 ounces of water daily	1
 Manage Stress	Perform one or more activities to relieve stress daily	1
 Mood	Track your mood daily	1
 Reduce Social Media	Track your digital detox as you spend less time on social media daily	1
 Meditation / Resilience	Perform one or more meditation or resilience activities daily	1
 Strength Training	Increase your strength by performing this activity 2 or more days weekly	5
 Time Exercised	Get fit by exercising for at least 150 minutes weekly	5
 Weight	Log your weight weekly	5

There are many other trackers available on the website for your use that are not eligible for points.



Frequently Asked Questions

Q: How do I register for the Health Advocate website?

A: Follow these simple steps to register:

1. Visit HealthAdvocate.com/dukemfg
2. Register for the website by clicking on “Register Now”
3. Enter the required information, confirm your registration, then log in

Q: What if I am unable to fulfill a requirement of the reward program?

A: We are committed to helping you find your path to well-being and thrive. If you think you might be unable to meet a certain standard for points under this program, you may be able to earn the same points by a different means. Please contact Health Advocate for more information.

Q: What are some well-being goals Health Advocate supports?

A: We can help you gain insight into your well-being and discover what is important to you through our four pillars: Be Connected, Be Balanced, Be Well and Be Successful.

Q: Will my information and interaction with Health Advocate remain private?

A: Your medical and personal information is kept strictly confidential. Our staff carefully follows protocols and complies with all government privacy standards.

Q: Are my rewards taxable?

A: Due to IRS rules, rewards are considered taxable income and will be included on your W-2 and are subject to applicable payroll taxes such as federal, state, Social Security and Medicare taxes. Duke pays the tax on employee’s behalf so the employee receives the full reward minus 401k deferral.

Q: What other issues is Health Advocate able to assist me and my family with?

A: Health Advocate can help you and your family:

- Better manage chronic conditions with expert guidance from a Certified Nurse Coach
- Get answers to your insurance and claims questions and resolve billing issues
- Find the right in-network doctors, make appointments and transfer medical records
- Identify emotional and mental health issues and find strategies to cope through support from an EAP Professional
- Build skills to address a variety of emotional and mental health needs
- Connect with specialists for help with work/life balance, legal and financial issues

Q: When is Health Advocate available?

A: Normal business hours are Monday - Friday, from 8 AM to 10 PM, ET. Wellness Coaching is available weekdays from 8 AM to 9 PM, ET. Staff is available for assistance after hours and on weekends.




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HealthAdvocateSM



Never stop
improving yourself

No matter your goals, Health Advocate can help guide you toward increased well-being through our four pillars.

Empowers you to live well by taking
charge of your physical health.

Fosters connection
with yourself, others
and the environment
around you.



Promotes skills to help
you thrive financially, at
work, and at home.

Supports you in caring for your
emotional and mental well-being.

In addition to the well-being activities and resources outlined in the previous pages, you have access to:



Recipes and Meal Plans

- Step up your morning meal game with **bold breakfasts and brunch**
- **Easy make-ahead lunches**—so tasty you'll enjoy eating them all week!
- Quick and easy-to-prepare **dinner recipes**
- Access **meal plans** for a variety of healthy goals such as heart health, weight loss and more



Your Go-To Resources

- **Health Advocate Blog:** Information to help you live well, find balance and more! Visit blog.healthadvocate.com and subscribe to get timely tips sent directly to your inbox.
- **The Learning Center:** Access videos, articles and more on virtually any health and well-being topic



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