



2025 WELLNESS PROGRAM

Learn About Your Wellness Program and Incentives

Welcome to the Remington & Vernick Engineers 2025 Wellness Program. Participate in your Wellness Program this year to earn \$100 Rewards Mall Dollars.



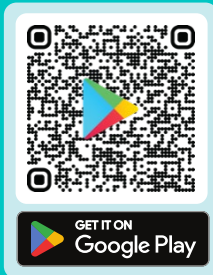
WELCOME TO YOUR 2025 WELLNESS PROGRAM

EARN YOUR INCENTIVE

All benefit eligible employees may participate in wellness activities to earn points. Earn 100 points by December 1, 2025, to qualify for a \$100 incentive to use in the Rewards Mall!

Download the Mobile App

Easily sync your device, check the Challenge Leaderboard, track your habits, and confirm your Wellness Program completion status with the Wellworks For You Mobile App!



Login to the Wellness Portal

Please follow the steps below to log into your Wellworks For You account or create an account if you do not have one.

1. Go to **www.wellworksforyoulogin.com**
2. Your username will be:
Employee Email Address
(e.g., *John.Smith@rve.com*)
3. Your temporary password will be:
Date of Birth in MMDDYYYY format
(e.g., *01091990*)
4. Accept the terms of the Consent Form
5. Fill in the required information

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**

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



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**. 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**.



2025 WELLNESS ACTIVITIES

PHYSICIAN RESULTS FORM

Visit your Primary Care Physician (PCP) for an annual physical with optional lab work and submit your Physician Results Form to Wellworks For You by December 1, 2025, to receive credit.

1. Log into your Wellness Portal and go to the Wellness Locker.
2. Print the **Physician Results Form** and take it to your Primary Care Physician (PCP)
3. Submit the completed form to Wellworks For You

For additional submission methods, see page 6. Health Metrics must be collected between December 1, 2024, and December 1, 2025.

Please Note: It is the participant's responsibility to ensure the completed form is submitted by the deadline. You are advised to retain your own copy of the complete Physician Results Form to ensure submission to Wellworks For You.

30 PTS

PREVENTIVE EXAMS

Complete a preventive exam and verify your completion via self-reported participation on the homepage of the portal or home screen of the Mobile App. **Max 2 exams per year.** For additional information on how to self-report participation, see page 6.

- | | | |
|----------------------|-----------------|-------------------|
| • Vision Exam | • Dental Exam | • Colorectal Exam |
| • OB/GYN Annual Exam | • Mammogram | • Pap Smear |
| • Dermatology Exam | • Prostate Exam | |

20 PTS

WELLWORKS FOR YOU LEARNING CENTER

Complete a Learning Center **Video and/or Webinar** within the Wellness Portal. Begin by completing the Pre-Module Survey and then watching the video. Complete the corresponding quiz. If you do not pass the quiz (a 70% score or higher), you must wait 24 hours before taking the quiz again. You must complete and submit the Post-Module Survey. **Max 2 videos per year.**

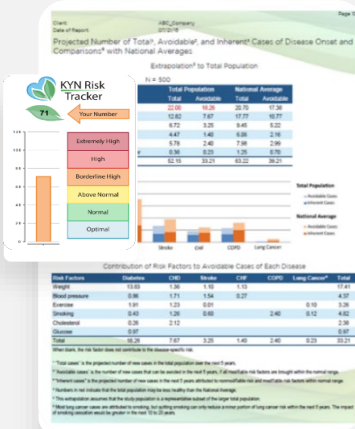
Complete a Learning Center **Series** within the Wellness Portal. Begin by completing the Pre-Module Survey then watching the first video. Watch each week's video and complete the corresponding quiz. If you do not pass the quiz (a 70% score or higher), you must wait 24 hours before taking the quiz again. After completing each quiz, you will be required to wait one (1) week before proceeding to the next module. After you finish the final module, you must complete and submit the Post-Module Survey. **Max 2 series per year.**

VIDEOS: 10 PTS EA
SERIES: 20 PTS EA

KNOW YOUR NUMBER ASSESSMENT

Complete the Know Your Number Assessment on the Wellworks For You Wellness Portal. While the KYN only needs your height, weight and waist circumference to be submitted, you have the option to use the Physicians Results Form to help you fully complete the Health Metrics Section which will generate more informative results reports. Biometrics supplied from the Physician Results Form will automatically be uploaded into the Health Metrics portion of the questionnaire. If you have not submitted the completed Physician Results Form, you may opt to self-report your Health Metrics.

Please Note: Height In Inches, Weight in Pounds, and Waist Circumference are required to receive your Know Your Number Score, personalized Health Reports, and points.



1. Login to your Wellworks For You Wellness Portal.
2. Select the Know Your Number Assessment Tile.
3. Answer all questions, then, click **Finish** or **Save**.
4. The assessment will be completed once both the lifestyle questionnaire and health metrics are completed. Metrics from the Physician Results Form can take up to two (2) weeks to load after the Biometric Screening is completed. At this time, your results report will be generated and available on the Know Your Number (KYN) Assessment page and in the Wellness Locker under the Health Records section. Your participation in the assessment will also be updated at this time.

20 PTS

HEALTH COACHING CALL

Complete a confidential call with a Wellworks For You Health Coach. **Max two (2) health coaching calls per year.** First call must be completed prior to November 1, 2025. To schedule a coaching session, follow the instructions below:

1. Login to your Wellworks For You Wellness Portal.
2. Click on **Coach's Corner** from the homepage or via the Menu page.
3. Under the Upcoming Appointments calendar, click the **Schedule Appointment** button.
4. Choose your Calendar View and select your Time Zone.
5. Add at least one (1) Health Coach by clicking **Add** beneath the Health Coach's name and photo to view their availability.
6. Available appointment times will be shown in green. Click on any available appointment time that is convenient for your schedule.
7. Select a topic to discuss, choose a contact method, fill in the required fields, and click **Confirm Appointment**.
8. Your Health Coach will contact you on your appointment date and time.

PLEASE NOTE: An alternate phone number is required if you select Phone as your preferred contact method. Your email confirmation will be sent to the email address used when making an appointment. If there are no available appointment times for the Health Coach(es) you selected, you will be instructed to use the arrows above the calendar to view other weeks.

20 PTS EA

1,000,000 STEPS

Log at least 1,000,000 steps on the Wellness Portal or Mobile App by December 1, 2025. See below for ways to track steps and/or sync your device/app to Wellworks For You.

20 PTS

FLU SHOT

Complete your annual flu shot and verify your completion via self-reported participation on the homepage of the portal or home screen of the Mobile App. For additional information on how to self-report participation, see page 6.

20 PTS

WELLNESS CHALLENGES

All details regarding the wellness challenges will be announced via email during the year.

10 PTS EA

LIVE LUNCH AND LEARNS

Attend an onsite lunch and learn in Cherry Hill or virtually. Participation will be updated bi-monthly. **Max 2 Lunch and Learns per year.**

10 PTS EA

HOW TO SYNC YOUR DEVICE

Our Wellness Portal and Mobile App are compatible with pedometers and tracking systems, including Fitbit, Garmin, Apple Health, and more!

Simply sync your device on the Wellness Portal or Mobile App by selecting Device/App Connect from the Menu.

[CLICK HERE](#) for our Device App Sync Instructions.



SELF-REPORTED WELLNESS ACTIVITIES

Complete any of the activities below and verify your completion via self-reported participation. See below for additional information on how to self-report participation.

LIVESIMPLY MEDITATION MONTHLY WEBINAR – 10 POINTS EACH (Max 2 Webinars)

TRINITY FINANCIAL BI-MONTHLY WEBINAR – 10 POINTS EACH (Max 2 Webinars)

JOIN A SPORTS LEAGUE or ACTIVE COMMUNITY – 10 POINTS EACH (Max 2 Sports)

RACE PARTICIPATION – 10 POINTS EACH (Max 2 RACES)

OPT IN FOR TEXT MESSAGE NOTIFICATIONS – 10 POINTS

COMMUNITY/VOLUNTEER EVENT – 10 POINTS EACH (Max 2 Events)

COMPANY CHARITY EVENT/INTERNAL EVENT – 10 POINTS EACH (Max 2 Events)

BLOOD DONATION – 10 POINTS EACH (Max 2 Donations)

EAP CALL – 10 POINTS EACH (Max 2 Calls)

HOW TO VERIFY COMPLETION VIA SELF-REPORTED PARTICIPATION

Verify your completion via self-reported participation on the homepage of the portal or home screen of the mobile app.

1. Login to your Wellworks For You Wellness Portal.
2. Select the activity name under My Next Steps.
3. Select **GET STARTED >**
4. Fill out the required information, then select **CONFIRM YOUR PARTICIPATION >**
5. Enter your completion date and select **CONFIRM**
6. Your participation will be updated automatically and reflect **PARTICIPATION CONFIRMED**

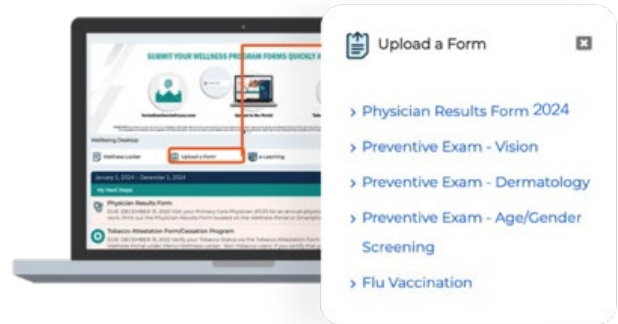


FORM UPLOAD INSTRUCTIONS

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

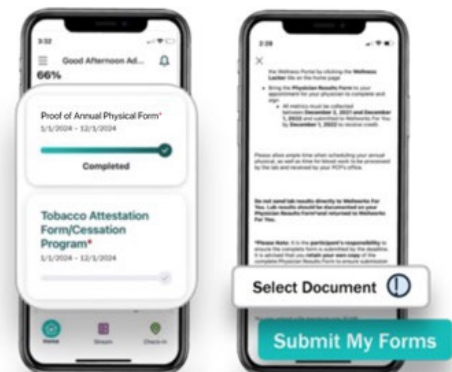
UPLOAD TO THE WEB PORTAL:

- 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 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.

It is the participant's responsibility to submit their forms as part of the Wellness Program to be returned to Wellworks For You. Please retain a copy for your own records and submission to Wellworks For You, if necessary.

If all required metrics are not available at your appointment, use the paper-based form or request your provider to submit the form online after receiving the metrics.



THE FINE PRINT

The Remington & Vernick Engineers wellness program is a voluntary wellness program available to all benefit-eligible 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 Physician Results Form, which will include a blood test for blood pressure, height, weight, waist circumference, BMI, lipid panel and glucose. You are not required to participate in the blood test or other medical examinations. However, benefit-eligible employees who choose to participate in the wellness program will receive an incentive of \$100 to use in the Rewards Mall for earning 100 points by completing wellness activities by December 1, 2025.

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 results 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 Remington & Vernick Engineers 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.