



Vantage Fit



Small Business Wellness Program SOP



The following content is a fully unique, step-by-step SOP (Standard Operating Procedure) template for small business wellness programs. It is designed to be practical, user-friendly, and adaptable to small company environments.

This template incorporates current wellness trends, emphasizes simplicity, and encourages ongoing feedback from employees for continuous improvement.

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Purpose & Vision



Clarify why this program exists and the positive change you expect from your team.

Example:

Our wellness program aims to foster a healthier, happier, and more engaged workforce by supporting physical, mental, financial, and social well-being for every employee. We believe that small, consistent steps lead to lasting, sustainable change.

Program Oversight & Ownership



Designate who is responsible for program oversight and communication.

Program Champion/Owner:

- Name:
- Department:
- Contact Info:

Wellness Committee (optional):

- List members and roles
- Schedule regular check-ins and feedback sessions

Needs Assessment



Use simple surveys and/or informal check-ins to identify employee interests and needs before launching activities.

- Conduct "Wellness Interest Survey" (see sample questions below)
- Review feedback from open staff meetings or suggestion boxes
- Document key wellness priorities based on responses

Sample Survey Questions:

- Which wellness activities interest you most?
- What health challenges affect your work?
- Do you prefer digital or in-person wellness options?
- What time of day suits wellness activities best?

Defining Goals & Metrics



Set clear, measurable goals. Include what success looks like and how you'll check progress.

Sample Short-Term Goals:

- Launch 1 physical activity challenge in Q1
- Increase participation by 20% within 6 months
- Reduce reported stress levels by 30% in one year

Metrics to Track:

- Participation rates
- Employee feedback/satisfaction
- Absenteeism trends
- Health risk assessment results (confidential and optional)

Budget & Resource Planning



Detail projected costs and available resources. Keep it simple and scalable.

Budget Categories:

- Activities (e.g., walking club, yoga)
- Incentives/prizes
- Technology/tools (apps, trackers)
- Training/education material or session costs
- Administrative/support time

Cost-saving tips:

- Use free or low-cost community resources
- Rotate leadership/volunteer champions
- Consider app-based or virtual options

Program Components & Activities

Programs

Plan wellness activities that address multiple aspects of well-being. Schedule them with flexibility.

Physical Well-being:

- Weekly step challenge
- Office stretch breaks
- Healthy snack options

Financial Well-being:

- Budgeting tips seminar
- Guest speaker (financial health)

Mental Well-being:

- Mindfulness workshops
- Stress-relief sessions
- Quiet room/time

Social Well-being:

- Team walking group
- Monthly group lunch
- Peer recognition wall

Scheduling:

- Mix activities into workday at low-impact times (e.g., before lunch, late afternoons, break periods)
- Provide options for remote employees if applicable.

Communication Plan

Outline how to keep everyone informed and motivated.

- Announce program launch at staff meetings and internal channels (email, posters, app notifications)
- Post a monthly calendar of wellness activities
- Celebrate success stories and recognize participation (e.g., “Wellness Champion of the Month”)
- Collect ongoing feedback via digital forms or suggestion boxes

Participant Eligibility

State who can join and how.

- All full-time and part-time employees are welcome to participate
- Family members may join certain activities as appropriate (e.g., step challenge)

Incentives & Recognition



List available rewards and recognition for participation.

- Small prizes (gift cards, healthy snacks, extra break time)
- “Wellness Wall” shout-outs for participation
- Extra paid time-off for top contributors

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31	1	2	3	4	
			OFFICE OUTING		
7	8	9	10	11	
	ANNUAL LEAVE				
15		16	17	18	
			MEETING WITH MR.JONES		0
21	22	23	24	25	
		CUSTOMER VISIT			

Implementation Timeline

Provide a simple rollout schedule.

- Month 1: Needs assessment & planning
- Month 2: Kick-off meeting and first activity launch
- Month 3-12: Rotate monthly wellness challenges and workshops
- Month 12: Annual review and employee feedback survey

Monitoring & Evaluation

Describe how you'll monitor success and revise the program.

- Track attendance and engagement
- Use short surveys for feedback
- Hold quarterly review meetings (or at close of major activities)
- Adjust components based on feedback and health trends

Policies & Compliance

(If Applicable)

PROCEDURE

Align with company and legal requirements.

- Respect employee privacy and health information
- Ensure equal opportunity and non-discrimination in program participation
- Clearly outline any eligibility for incentives or awards

Continuous Improvement



Encourage ongoing suggestions and evolution.

- Maintain open feedback channels
- Trial new ideas each quarter
- Recognize innovation and positive changes
- Update the SOP annually or after major milestones

Appendix:

Sample Wellness Interest Survey

Encourage ongoing suggestions and evolution.

- What wellness activities interest you most?
- What current barriers prevent you from leading a healthy lifestyle at work?
- How would you prefer to receive wellness-related information?
- What time slot is most convenient for wellness workshops?
- Would you prefer individual or group activities?
- Is there a wellness benefit you wish the company would offer?



This SOP is designed so you can tailor, add, or remove sections to suit your small business – even if your approach is ultra-simple or highly comprehensive. Update and re-share the template as your wellness program grows and employee needs evolve.