

Well-Being Excellence™

Document Submission Guide

INTRODUCTION

The Well-Being Excellence Document Submission Guide is an internal working document intended for the applicant's records. This serves as a guide to ensure the Well-Being Excellence Standards Document (SD) submission includes all the required items and incorporates formatting requirements for proper document review.

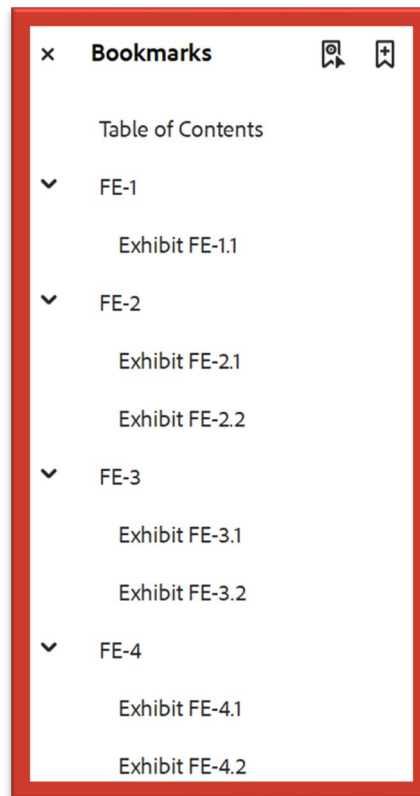
WELL-BEING EXCELLENCE STANDARDS DOCUMENT PREPARATION

Below are the formatting guidelines required for the SD. Documents that are not in compliance with these guidelines will not be approved for review.

Documents are to be formatted as follows:

- a) Include the organization's assigned Well-Being Excellence number in the header or footer of each page of the SD.
 - b) The SD must be separated into the following single files:
 1. Foundational Element (FE)
 2. Advanced Element (AE) (if applying for silver or gold)
 3. Program Overview
 4. Glossary
 - c) The glossary should include:
 - All acronyms or abbreviations used throughout the document
 - Terms that require a definition or clarification
- ▶ A table of contents (TOC) should be included at the beginning of the FE and AE files to indicate the page number on which each FE or AE response begins.
- ▶ The SD must be in **PDF format with bookmarks**, unless otherwise approved by the Workforce Wellbeing Program Office. PDF bookmarks are required for each FE and AE response and exhibit within their corresponding FE/AE files.

Figure 1: Example of FE and exhibit bookmarks



- d) A common, 12-point, easy-to-read font type is used for all WSD files, i.e. Times New Roman or Arial
- e) The SD is not to **exceed 750 pages** in its entirety and each individual file for upload cannot exceed 100 MB. Any document that exceeds this limit will be returned
- f) Each file should be compressed to its smallest size to ensure upload capabilities
- ▶ Use of **website hyperlinks, videos, and PDF comment bubbles** are *not* permitted.

WELL-BEING EXCELLENCE STANDARDS DOCUMENT UPLOAD

The document is ready for upload once the applicant has included the required evidence and complied with the formatting guidelines. Applicants will be provided further information on the SD upload at their welcome call.

APPROVE APPRAISERS

Applicant organizations are given the opportunity to approve their assigned appraiser team before the document submission date. The organization will receive an email from the Well-Being Excellence Office staff allowing them access to the names and CVs of the assigned appraiser team to determine whether a conflict of interest exists with any of the appraiser team members. If it is determined a conflict of interest does exist, the applicants will contact the Well-Being Excellence Office staff to discuss further. The email will be sent prior to the document submission date and include instructions on how to approve the appraiser team or declare a conflict of interest.