



# BALANCE 4 WELL-BEING

POWERED BY *Vitality*<sup>®</sup>

## 2021 PROGRAM OVERVIEW

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– the Balance 4 Well-Being Customer Service Team

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8 a.m. – 5 p.m. (CST), Monday – Friday



**SHERWIN-WILLIAMS**<sup>®</sup>

# WELCOME

Balance 4 Well-Being, powered by Vitality, is a comprehensive, interactive and personalized wellness program that helps you make healthy choices. It provides online resources to support your physical, financial, emotional and social well-being.

Balance 4 Well-Being is available to all U.S. regular full-time and part-time employees, temporary full-time and part-time employees, co-op/interns and spouses/domestic partners.

It's also confidential on a secure website. You can easily connect and engage with resources by logging on to [www.myswbenefits.com](http://www.myswbenefits.com) and clicking on the **Balance 4 Well-Being** tile.

Or visit [www.wellbeing.sherwin.com](http://www.wellbeing.sherwin.com) from any desktop computer, mobile phone or tablet.

**New!** You can also access the **Balance 4 Well-Being** website by downloading the Vitality Today app in the [Apple Store](#) or [Google Play](#).

## PARTICIPATION

And here's a little extra motivation to participate in Balance 4 Well-Being: When you complete certain Balance 4 Well-Being healthy activities, you will earn points and get rewards, such as a medical plan contribution discount, gift cards and cash added to your paycheck. (Rewards vary each year.)



Engage in healthy activities and earn points



Increase your status from bronze to silver to gold to platinum



The higher your Vitality Status, the greater the rewards

Participation in Balance 4 Well-Being is voluntary and activities are completed outside employees' regular working hours. The program is intended to improve the well-being of employees and their spouses/domestic partners. We encourage you to start your well-being journey!

Participating can help you maintain or improve your health and well-being. You can also earn rewards, such as savings on your Sherwin-Williams medical plan contributions, payroll rewards and gift cards.

Once you create your new Balance 4 Well-Being account, you can earn points for completing healthy activities. Your points determine your Vitality Status, and your Vitality Status determines your rewards.

For details, see the Rewards Chart – Employer Incentive Plan on [page 9](#).

# GETTING STARTED

## ELIGIBILITY

Balance 4 Well-Being is available to all U.S. regular full-time and part-time employees, temporary full-time and part-time employees, co-op/interns, and spouses/domestic partners.

In 2021, the Balance 4 Well-Being rewards program runs through November 5 (the last day of Open Enrollment). Employees and spouses/domestic partners must earn all points by **November 5** in order to be eligible for rewards.

## SIGNING UP

There are three ways to access the website and get started:

1. Log on to [www.myswbenefits.com](http://www.myswbenefits.com) and click the **Balance 4 Well-Being** tile.
2. Visit [www.wellbeing.sherwin.com](http://www.wellbeing.sherwin.com).  
**Note:** Spouses/domestic partners must access the website in this way.
3. Download the Vitality Today app in the [Apple Store](#) or [Google Play](#).  
For details, see [Vitality Today App](#).

If this is your first time on the site, follow the registration instructions to create your account.

If you access Balance 4 Well-Being through [www.wellbeing.sherwin.com](http://www.wellbeing.sherwin.com) or the Vitality Today app, you will be prompted to enter the last four digits of your Social Security number. Spouses and domestic partners should use the last four digits of the employee's Social Security number to register.

If you are a newly-hired employee, it may take up to ten days before you are able to register on the [Balance 4 Well-Being website](#). If you are married to another Sherwin-Williams employee, you will each have your own individual accounts and can use the last four digits of your respective Social Security numbers.

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**TIP!** To reset your login information from the Balance 4 Well-Being homepage, click **Forgot username** or **Forgot password**. If you need help resetting your username or password, call Customer Service at 877-224-7117 or email [wellness@powerofvitality.com](mailto:wellness@powerofvitality.com).

You can reset the username/password for your own Balance 4 Well-Being account only. If your spouse/domestic partner has forgotten their username/password, he or she will need to call Customer Service.

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## VITALITY TODAY APP



The **Vitality Today app**, available in the [Apple Store](#) and [Google Play](#), gives you the power to take Balance 4 Well-Being with you everywhere you go. Through the app, you can:

- ➔ Check your Vitality Status.
- ➔ Log a gym workout.
- ➔ Set and check goals.
- ➔ Read your newsfeed.
- ➔ Link a health app or fitness device.
- ➔ See your health results.
- ➔ Submit proof of a completed activity.
- ➔ Track your status towards rewards.

You can also connect to the mobile-friendly version of the [Balance 4 Well-Being website](#) without re-entering your username and password. Access the full menu of tools and features to earn points on the go. Once you're logged into the app, choose **More > Learn More > Vitality Website**.

Before using the Vitality Today app, register for a Balance 4 Well-Being account by logging on to [www.myswbenefits.com](http://www.myswbenefits.com) and clicking on the **Balance 4 Well-Being** tile or visit [www.wellbeing.sherwin.com](http://www.wellbeing.sherwin.com). You'll create a username and password, which you will also use to log into the Vitality Today app.

### **After you download the app, follow these steps to log in for the first time:**

- ➔ Open the Vitality Today app.
- ➔ Tap **Get Started**.
- ➔ Read the Disclaimer and tap **Agree**.
- ➔ Enter your Balance 4 Well-Being username and password.
- ➔ Tap **Log in**.

# EARNING POINTS

## COMPLETE HEALTHY ACTIVITIES TO EARN POINTS

Earn points by completing healthy activities in a variety of categories, such as Vitality Reviews, a Vitality Check Biometric Screening, Online Education, Physical Activity, Goals, Certifications, Workplace Programs, Prevention and Other Activities. Visit the [Balance 4 Well-Being website](#) to view all available activities.

Every category of healthy activities has a maximum number of points available. For example, the most you can earn in the Physical Activity category is 7,000 points. To see how many points are available in each category, go to the [Balance 4 Well-Being website](#) and choose **Points > Points Planner**. (Note: The Points Planner is not available within the Vitality Today app, but you can navigate to the mobile version of the [Balance 4 Well-Being website](#) on your mobile phone browser.) The Points Planner lets you choose activities that inspire you. It features tiles with all the categories in which you can earn points. Each tile expands to show all the activities available in that category and how many points you can earn.

Select the Quick Points Planner tool (**Points > Points Planner**) to help you design a personal pathway to the status level you'd like to achieve. Within that tool, select your appropriate activity level and your target status, and the program will provide a recommended pathway. You can edit the recommended activities and add them to your personal pathway, which will help you stay on track to meet your goal.

Healthy activities can be submitted in a couple of ways, either by you entering the required information or tracking your workouts with a fitness device that's linked to the [Balance 4 Well-Being website](#). To submit activities on the [Balance 4 Well-Being website](#), login to your account and, in the upper right hand corner, select **Your Account > Forms and Waivers**. Go to the appropriate healthy activity document and follow the instructions for submission. To submit activities in the app, login to the application and select the Submit Activity icon at the bottom of the screen. Submit your activities as soon as possible. In general, you have up to 90 days to submit a completed activity for points.

Your points are updated shortly after Vitality gets and verifies your activity information. For example, if you upload the steps you tracked with your fitness device, your points are updated in about one business day. If you [link a fitness device](#) to your account, the points will automatically be awarded. Because Vitality may need to verify your activity and/or your medical carrier may need to provide information, for some activities it can take up to 45 days for your points to update.

Ten percent of your Vitality Points from one year roll over to the next. This yearly rollover is known as your Kick-start Bonus. Your Kick-start Bonus can help you reach a higher Vitality Status, like silver or gold status, quickly.

## SPOUSES/DOMESTIC PARTNERS CAN EARN POINTS

If you are married or have a domestic partner, you will automatically be placed into a Balance 4 Well-Being employee + spouse/domestic partner account and will work together to earn points and achieve a shared status level.

Your spouse/domestic partner can participate too. Your spouse's/domestic partner's points are added to your account after the first 1,000 points are met, and your Vitality Status is shared starting at silver status. However, when logged into the [Balance 4 Well-Being website](#), each individual will only see their own healthy activities. Your spouse cannot see the activities you have completed and you will not see theirs, but you will be able to see the total points your spouse/domestic partner has earned. Please note that the required total points requirements to reach silver, gold and platinum Vitality Status is higher for employees with a spouse/domestic partner than for employee-only participation.

Reminder: Spouses and domestic partners should use the last four digits of the employee's Social Security number when registering for the program. If you are married to another Sherwin-Williams employee, you will each have your own individual accounts and can use the last four digits of your respective Social Security numbers.

You (the enrolled employee) must earn at least 1,000 points in order to get an annual discount on your medical contributions in 2022. If your spouse/domestic partner earns 1,000 points, he or she will be entered into a gift card raffle. The employee + spouse/domestic partner account can achieve combined points and shared status levels after completing the first reward threshold of earning 1,000 points each. It is recommended that both you and your spouse/domestic partner participate in the Balance 4 Well-Being program.

If your spouse/domestic partner also works at Sherwin-Williams, you may each be eligible for an annual discount on your medical contributions for 2022, provided you are separately enrolled in coverage. However, if you and your spouse/domestic partner enroll in the same plan, i.e. employee + spouse or employee + family coverage, the annual discount for 2022 medical contributions will only be available to the person that the medical coverage is held under.

To learn more about employee + spouse/domestic partner accounts and how the points/rewards structure works, please review [page 7](#).

# GETTING REWARDS

## YOUR VITALITY STATUS

Your Vitality Status will determine your level of rewards. There are four status levels: bronze, silver, gold and platinum. Your Vitality Status is based on the number of points you earn, as follows. After registration, everyone will start at bronze status. Once you reach 1,000 points (within bronze status), your first reward will be unlocked.

<b>SINGLE EMPLOYEE</b> Total Points Earned / Status Level
<b>1,000 (WITHIN BRONZE STATUS)</b>
<b>2,500 (SILVER)</b>
<b>6,000 (GOLD)</b>
<b>10,000 (PLATINUM)</b>

<b>EMPLOYEE + SPOUSE/DOMESTIC PARTNER</b> Total Points Earned / Status Level
<b>1,000 (WITHIN BRONZE STATUS)</b> Earned by the employee
<b>1,000 (WITHIN BRONZE STATUS)</b> Earned by the spouse/domestic partner
<b>3,500 (SILVER)</b> Earned by the employee and spouse/domestic partner combined
<b>9,000 (GOLD)</b> Earned by the employee and spouse/domestic partner combined
<b>15,000 (PLATINUM)</b> Earned by the employee and spouse/domestic partner combined

## MEDICAL PREMIUM SAVINGS

**Employees enrolled in a Sherwin-Williams medical plan can earn an annual discount on their 2022 medical plan contributions by earning 1,000 points on their own by November 5, 2021.**

If you are on an employee + spouse/domestic partner shared Balance 4 Well-Being account, the employee must earn 1,000 points themselves to earn the discount. For example, if your spouse earns 1,000 points and you (the employee) earn only 500 points, you will not be eligible for the discount.

If your spouse/domestic partner also works at Sherwin-Williams, you may each be eligible for an annual discount on your medical contributions for 2022, provided you are separately enrolled in coverage. However, if you and your spouse/domestic partner enroll in the same plan, i.e. employee + spouse or employee + family coverage, the annual discount for 2022 medical contributions will only be available to the person that the medical coverage is held under.

## NEW HIRES

Employees hired, rehired or who have a status change from part-time to full-time prior to September 1, 2021 must complete 1,000 points by November 5, 2021 to earn the annual discount to be applied to medical contributions in 2022.

Employees hired, rehired or who have a status change from part-time to full-time that occurs on or after September 1, 2021, and are enrolled in a Sherwin-Williams medical plan, will automatically receive the annual discount on their 2022 medical contributions.

All new hires, rehires or status changes in the current year will automatically receive the annual discount on their 2021 medical contributions.

## REWARDS CHART – EMPLOYER INCENTIVE PLAN

As you reach each status level, you will earn that reward. For example, if you achieve gold status, you will earn all three rewards for gold, silver and bronze statuses. Gift card raffles will take place after the 2021 Rewards Program has ended. Gift cards will be sent to winners in December 2021.

EMPLOYEE ONLY		
Total Points Earned / Status Level	Reward for Employee...	
<b>1,000 (WITHIN BRONZE STATUS)</b>	If enrolled in a Sherwin-Williams medical plan: <b>Annual Discount on 2022 Medical Plan Contributions</b>	If <i>not</i> enrolled in a Sherwin-Williams medical plan: <b>Entry into \$150 gift card raffle</b>
<b>2,500 (SILVER)</b>	<b>Plus: \$50 added to one of your December 2021 paychecks</b>	
<b>6,000 (GOLD)</b>	<b>Plus: Entry into \$250 gift card raffle</b>	
<b>10,000 (PLATINUM)</b>	<b>Plus: \$75 added to one of your December 2021 paychecks</b>	

EMPLOYEE + SPOUSE/DOMESTIC PARTNER			
<i>If you are married or have a spouse/domestic partner, you will be automatically placed into an employee + spouse/domestic partner account.</i>			
Total Points Earned / Status Level	Reward for Employee...		Reward for Spouse/Domestic Partner
<b>1,000 (WITHIN BRONZE STATUS)</b> Earned by the employee	If enrolled in a Sherwin-Williams medical plan: <b>Annual Discount on 2022 Medical Plan Contributions</b>	If <i>not</i> enrolled in a Sherwin-Williams medical plan: <b>Entry into \$150 gift card raffle</b>	N/A
<b>1,000 (WITHIN BRONZE STATUS)</b> Earned by the spouse/ domestic partner	N/A	N/A	<b>Entry into \$150 gift card raffle</b>
<b>3,500 (SILVER)</b> Earned by the employee and spouse/domestic partner combined	<b>Plus: \$50 added to one of your December 2021 paychecks</b>		<b>Plus: Entry into \$200 gift card raffle</b>
<b>9,000 (GOLD)</b> Earned by the employee and spouse/domestic partner combined	<b>Plus: Entry into \$250 gift card raffle</b>		<b>Plus: Entry into \$250 gift card raffle</b>
<b>15,000 (PLATINUM)</b> Earned by the employee and spouse/domestic partner combined	<b>Plus: \$75 added to one of your December 2021 paychecks</b>		<b>Plus: Entry into \$300 gift card raffle</b>

**IMPORTANT!** The employee must earn the first 1,000 points on their own to earn the discount on 2022 medical plan contributions.

To access the Employer Incentive Plan online, login to the [Balance 4 Well-Being website](#) and click the **Act Now Employer Incentive** tile on the main page.



# HEALTHY ACTIVITIES FOR POINTS

## VITALITY HEALTH REVIEW

The Vitality Health Review (VHR) is a voluntary and confidential online questionnaire that can give you the big picture of your current health. Completing the VHR only takes 10 – 15 minutes and is worth 500 points. Your results are confidential, and Vitality uses them to suggest goals that can help you improve your health.

You can take the VHR at any time. However, if you complete the VHR by April 30, 2021 (within 90 days of the launch of the rewards program), you'll earn 250 bonus points. To complete the VHR, login to the [Balance 4 Well-Being website](#) and choose **Health Profile > Vitality Health Review**. New hires will have 90 days from their date of hire to complete the VHR and receive 250 bonus points. If the VHR is taken after those 90 days, bonus points will not be awarded.

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**TIP!** You may update your VHR answers in the future; however, you won't earn more than the original 500 points for taking the VHR each year. You may get updated goals and see changes on your Health Profile page. To change the Conditions and Measures section of your VHR, you need to verify and submit your biometric screening results on the [Balance 4 Well-Being website](#). From the homepage, choose **Your Account > Forms and Waivers > Vitality Check**.

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After you complete the VHR, you'll receive a Vitality Age – a reflection of your health based on your health risks and lifestyle. A Vitality Age equal to or lower than your actual age is a sign of good health. Find your Vitality Age on the [Balance 4 Well-Being website](#) under **Health Profile > Health Results**.

## FINANCIAL WELL-BEING ACTIVITIES

The following chart describes the various ways you can earn points through Financial Well-Being Activities. On the [Balance 4 Well-Being website](#), choose **Points > Points Planner > Financial Health > Act Now**.

ACTIVITY	POINTS
<p><b>S-W Live Web Financial Workshop</b></p> <p>Join an educational workshop where you'll learn strategies and tips to help you manage your financial future with confidence. Visit Fidelity's Event Registration System at <a href="https://workplaceservices.fidelity.com/mybenefits/employerservices/navigation">https://workplaceservices.fidelity.com/mybenefits/employerservices/navigation</a>.</p> <p>To view available workshops on the Fidelity website, you may need to click <b>Library &gt; Workshops &gt; Live Web Workshops</b>.</p> <p>After completing the workshop, click <b>Submit for Points</b> on the <a href="#">Balance 4 Well-Being website</a> and submit the date of completion to receive your points.</p>	100 points
<p><b>Update or review your beneficiary designations</b></p> <p>Update or review your beneficiary designations for Fidelity and your HSA (if applicable) on NetBenefits via <a href="https://netbenefits.fidelity.com/NBLogin/?option=Beneficiary">https://netbenefits.fidelity.com/NBLogin/?option=Beneficiary</a>.</p> <p>After completing the activity, click <b>Submit for Points</b> on the <a href="#">Balance 4 Well-Being website</a> and submit the date of completion to receive your points.</p>	75 points
<p><b>Use the Contribution Calculator</b></p> <p>Visit <a href="https://netbenefits.fidelity.com/NBLogin/?option=ContributionCalculator">https://netbenefits.fidelity.com/NBLogin/?option=ContributionCalculator</a> to use the Contribution Calculator on NetBenefits to maximize the Company match.</p> <p>After completing the activity, click <b>Submit for Points</b> on the <a href="#">Balance 4 Well-Being website</a> and submit the date of completion to receive your points.</p>	50 points
<p><b>Use the Fidelity Goal Booster Tool</b></p> <p>Visit <a href="https://www.fidelity.com/labs/goal-booster/#/">https://www.fidelity.com/labs/goal-booster/#/</a> to get started to use the Fidelity Goal Booster tool to set goals and start saving.</p> <p>After completing the activity, click <b>Submit for Points</b> on the <a href="#">Balance 4 Well-Being website</a> and submit the date of completion to receive your points.</p>	100 points

## WORKPLACE PROGRAMS

The following chart describes the various ways you can earn points through Workplace Programs. On the [Balance 4 Well-Being website](#), choose **Points > Points Planner > Workplace Programs > Act Now**.

ACTIVITY	POINTS
<p><b>Sherwin-Williams offers the following programs to help you live a healthy life. Plus, by participating you'll earn points in Balance 4 Well-Being.</b></p>	
<p><b>Celebrate Recognition</b>            Recognize a coworker through the Sherwin-Williams recognition and service anniversary program, Celebrate! Earn badges tied to Sherwin-Williams core values and celebrate service anniversaries by visiting <a href="http://swcelebrate.sherwin.com">http://swcelebrate.sherwin.com</a>.            After completing the activity, click <b>Submit for Points</b> and submit the date of completion to receive your points.</p>	<p>150 points</p>
<p><b>Total Rewards Statement (for salaried employees)</b>            Your Total Rewards Statement summarizes your pay, retirement, medical, well-being and other benefits provided by Sherwin-Williams. Review your Total Rewards Statement by visiting <a href="https://myswtotalrewards.com">https://myswtotalrewards.com</a>.            After completing the activity, click <b>Submit for Points</b> and submit the date of completion to receive your points.</p>	<p>100 points</p>
<p><b>Employee Assistance Program</b>            ASK Work/Life Solutions provides support for mental health, legal concerns, financial counseling, marital/family concerns, child and elder care issues, and substance abuse. You and anyone living in your household can receive six free counseling visits per issue, per year, per person. It's available to both regular full- and regular part-time employees and anyone residing in their home. Visit <a href="http://www.eap.sherwin.com">www.eap.sherwin.com</a>, or call 800-882-2189. Earn points by reading up to four new articles on the website.            After completing the activity, click <b>Submit for Points</b> and submit the date of completion to receive your points.</p>	<p>25 points (maximum of 100 points)</p>
<p><b>Quit For Life – Smoking Cessation Program</b>            Quit For Life is a free and confidential telephone-based and online coaching treatment program to help you quit tobacco for good. It's available to all regular full- and part-time U.S. employees, spouses/domestic partners, dependent children and domestic partner children (over age 18 through the end of the month they turn 25). Register for Quit For Life at <a href="http://www.quitnow.net/sherwin">www.quitnow.net/sherwin</a>. Complete five coaching calls to earn 1,000 points.</p>	<p>1,000 points</p>
<p><b>These additional programs allow you to earn points in Balance 4 Well-Being.</b></p>	
<p><b>Work/life balance activity (for collectively bargained employees)</b>            Participate in any work/life balance activity such as volunteering, attending a social or sporting event, taking a vacation day, spending time with family/friends, exercising or any activity that brings you work/life balance.            After completing the activity, click <b>Submit for Points</b> and submit the date of completion to receive your points.</p>	<p>150 points</p>
<p><b>Volunteer or participate in a community engagement function</b>            You'll earn points when you volunteer or participate in a community engagement function. Volunteer work or a community engagement function submitted for points in another category cannot also be submitted for points in this category.            After completing the activity, click <b>Submit for Points</b> and submit the date of completion to receive your points.</p>	<p>250 points</p>

## ONLINE WELL-BEING CHALLENGES

Access Online Well-Being Challenges by logging into the [Balance 4 Well-Being website](#). From the homepage, choose **Points > Points Planner > Workplace Programs**. Balance 4 Well-Being will offer different challenges throughout the year. Be sure to check **Resources > Employer Resources** for up-to-date information on challenges. **Employees and spouses/domestic partners will have the opportunity to earn 300 points by completing an online challenge!**

## COACHING AND LIFESTYLE GUIDANCE

After you complete the VHR and give consent for Vitality to contact you, you can meet your health goals by partnering with a HealthFitness health coach – electronically or by phone. The health coach can help you create a tailored, realistic and achievable plan that fits your lifestyle and personal needs. A health coach can also help you with nutrition, physical activity, financial well-being, tobacco cessation and much more. Plus, you'll earn points along your well-being journey.

ACTIVITY	POINTS
Health Advising	400 points
Enroll in Health Coaching	100 points
Digital Health Coaching	Up to 2,000 points (500 points for each program, up to four per year)
Talk with a Health Coach	1,200 points (minimum of two calls)

## GOALS

**Vitality will recommend goals based on information you provided within your Vitality Health Review.** You will always see three recommended goals to choose from, but you can also browse the selection of all goals and select goals that interest you.

After you select a goal, you can personalize it to fit your needs by describing what you would like to accomplish, how you'd like to reward yourself, and how long you'd like to work on the goal.

You are encouraged to check into your selected, active goals once per week, and you will be rewarded points for each weekly check-in.

## PREVENTION ACTIVITIES

You can submit prevention activities for points, as shown in the following chart.

ACTIVITY	POINTS
Health Screenings Colorectal screening, mammogram and pap smear	400 points per qualified screening
Dental Checkup	200 points
Flu Shot	200 points

For more details, visit the [Balance 4 Well-Being website](#) and choose **Points > Points Planner** and click the **Prevention** tile.

## TRACKING WORKOUTS

There are many ways to track your workouts and earn points, such as:

- ➔ **Completing a gym workout** if your gym offers either cardio or strength training equipment. Pilates, yoga, CrossFit and boot camp programs count as gym workouts too. Check in at your gym using the Vitality Today app or track your workouts with an approved fitness device. You'll see your workout posted on the [Balance 4 Well-Being website](#) about 24 hours after you sync your device.
- ➔ **Using a fitness device that's compatible with the program**, such as MapMyFitness, Fitbit MobileTrack, Apple Health or Google Fit. Simply link your fitness device to Balance 4 Well-Being to submit your workouts automatically. If you use fitness apps, be sure to link your apps to Balance 4 Well-Being to receive points.

These fitness devices can track your data in several ways, including through:

- **Active calories.** Mobile apps like Apple Health and Google Fit use the Global Positioning System (GPS) in your smartphone to track your distance and pace. The app combines this information with the information in your profile (such as gender and weight) and calculates the number of calories you burn. Daily active calorie targets are personalized to you and can be found in the Vitality Today app at [More > Health App > Active Calories](#).
- **GPS.** A GPS-based device or app, such as MapMyFitness or Garmin, track your workout that occurs over a distance and time. It will compare your pace with the personal data you provided within that app or device to calculate calories burned during that workout.

ACTIVITY	POINTS*
<b>Light workout</b> Burn 100 – 199 calories in a single session	5 points
<b>Standard workout</b> Burn 200 – 299 calories in a single session	10 points
<b>Advanced workout</b> Burn 300+ calories in a single session	15 points

\* You're awarded points for only one verified workout a day.

- ➔ **Using a heart rate monitor.** A heart rate monitor uses two parts — a chest strap and a watch — to monitor your heart rate. The chest strap detects your heart rate and transfers that data to the watch, which displays and stores the information. Many smart watches also provide heart rate data.

To earn points for a verified workout using a heart rate monitor, complete a light, standard or advanced workout.

ACTIVITY	POINTS*
<b>Light workout</b> 15 – 29 minutes at 60% of max heart rate	5 points
<b>Standard workout</b> 30 – 44 minutes at 60% of max heart rate	10 points
<b>Advanced workout</b> 45+ minutes at 60% of max heart rate	15 points

\* You're awarded points for only one verified workout a day.

- ➔ **Using a pedometer.** A pedometer counts your steps as you walk, jog or run. Many smart watches and apps also track and provide steps data.

To earn points for a verified workout using a pedometer, complete a light, standard or advanced workout.

ACTIVITY	POINTS*
<b>Light workout</b> 5,000 – 9,999 steps	5 points
<b>Standard workout</b> 10,000 – 14,999 steps	10 points
<b>Advanced workout</b> 15,000+ steps	15 points

\* You're awarded points for only one verified workout a day.

- ➔ **Self-Reporting a Light Workout.** Login to the [Balance 4 Well-Being website](#) and navigate to **Points > Points Planner > Physical Activity > Light Workout > Self-report your workouts**. You are able to self-report a light workout worth 5 points once per day.

Note: You cannot self-report or manually enter a workout that is considered a standard or advanced workout.

- ➔ **Participating in a sports league or athletic event** as long as the league or event meets certain requirements and you verify your participation. Learn more on the [Balance 4 Well-Being website](#) under **Points > Points Planner > Physical Activity > Sports Leagues** or **> Athletic Events**. To verify your participation, you can submit a picture or screenshot of one of the following:

- Your race bib;
- Your league schedule with your team's name underlined and highlighted;
- An award or certificate of league participation;
- Official race results with your name underlined or highlighted;
- Certificate of event completion; or
- Proof of registration (charity events only).

Submit your league or event on the [Balance 4 Well-Being website](#) under **Your Account > Forms and Waivers > Sports League** or **> Athletic Event**.

- ➔ **Other activities not tracked with a device.** You can self-report any workouts, including gym workouts, on the [Balance 4 Well-Being website](#) under **Your Account > Forms & Waivers > Self-Reported Workout**.

## LIVING SMOKE FREE

Living Smoke Free is an eight-week interactive program that helps you quit smoking. You can access the program on the [Balance 4 Well-Being website](#) and the Vitality Today app. To sign up, set an eight-week Quit Smoking goal under **Health Profile > Goals**.

After signing up, you'll receive:

- ➔ Monday motivations;
- ➔ Personalized newsfeed information;
- ➔ Messages and tips about how to handle cravings, mood problems, smoking cessation aids, relapses and weight gain.

The first two weeks of the program prepare you to quit. The next six weeks give the guidance and support you need to reach your goal.

Check in on your goal for at least four of the eight weeks to earn 725 points. You also earn 30 points each week that you check in on any (or all) of your active goals — up to 1,500 points per year.

## VITALITY CHECK BIOMETRIC SCREENING (OPTIONAL)

The Vitality Check biometric screening is a confidential and **voluntary** health assessment that uses physical measurements and blood tests to determine your Body Mass Index (BMI), fasting blood glucose, blood pressure, cholesterol level and cotinine level.

### BIOMETRIC SCREENING POINTS

The biometric screening is worth 500 points per year, and you can earn up to an additional 3,525 points per year for in-range results. **That's a total of up to 4,025 points!**

BIOMETRIC SCREENING	HEALTHY RANGE	POINTS EARNED (ONCE PER YEAR)	
		Per Screening	Per In-range Result
Body Mass Index (BMI)	Between 18.5 and < 25 or Between 25 and 29.9 if waist measurement is ≤ 40 inches for males and ≤ 35 inches for females	125 points	1,000 points
Fasting Blood Glucose/ HbA1c	< 100 mg/dL or HbA1c of < 5.7% if you do not have diabetes or HbA1c of < 7% if you have diabetes	125 points	600 points
Blood Pressure	≤ 120/80	125 points	600 points
Total or LDL Cholesterol	Total cholesterol of < 200 mg/dL or LDL varies based on coronary heart disease	125 points	600 points
Cotinine Test	Negative result (non-tobacco user)	0 points	725 points
<b>Total Points</b>		<b>500 points</b>	<b>3,525 points</b>

## BIOMETRIC SCREENING PROCESS

To get a Vitality Check biometric screening at your doctor's office, follow these steps:

- ➔ Download the Vitality Check Form and/or Cotinine Screening Form from the [Balance 4 Well-Being website](#). From the homepage, choose **Your Account > Forms and Waivers > Vitality Check**.
- ➔ Take both forms with you to the doctor.
- ➔ Be sure your doctor fills the forms out completely and signs them before you leave.
- ➔ Submit both forms to Vitality through the [Balance 4 Well-Being website](#). From the homepage, choose **Your Account > Forms > Vitality Check**.

If you are enrolled in a Sherwin-Williams medical plan, ask your doctor to code the BMI, blood glucose, blood pressure and cholesterol level screenings as preventive care. Preventive care is covered at 100% – so it's free to you!

The cost of a cotinine screening is an out-of-pocket expense, but, if you have one, you can pay for it with money from your health savings account (HSA) or health care flexible spending account (FSA). Be sure to submit a Cotinine Screening Form to Vitality to get your points.

To prepare for a biometric screening, keep the following tips in mind:

- ➔ If you're taking medications, keep taking them.
- ➔ It's important to fast – don't eat or drink anything but water – for 9 – 12 hours before the screening. If you have a medical condition that prevents you from fasting (e.g., diabetes), talk with your doctor about how to prepare.
- ➔ If you're pregnant, follow your doctor's advice. If biometric screenings are already part of your regular care, you may find it's easiest to submit your results using the Vitality Check Form from the [Balance 4 Well-Being website](#). From the homepage, choose **Your Account > Forms and Waivers > Vitality Check**.

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**TIP!** If you're pregnant, update your VHR responses on the [Balance 4 Well-Being website](#) to reflect your pregnancy. Vitality may adjust your goals as needed.

If you submit the Prenatal Care Waiver, available on the [Balance 4 Well-Being website](#), you'll automatically receive in-range points for your Vitality Check biometric screening. From the homepage, choose **Your Account > Forms and Waivers**.

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**New to Sherwin-Williams?** If you completed a biometric screening within six months of your hire date, you may be able to earn points. On the [Balance 4 Well-Being website](#), go to **Your Account > Forms and Waivers > Vitality Check**, fill out all the information and attach proof of your last screening.

Your health data is confidential and protected by law. Any individually identifiable health information maintained or transmitted by Vitality is protected health information (PHI) under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended. For purposes of health care operations – such as quality assessments and improvement activities – Sherwin-Williams can be shown combined data, but PHI isn't shared with Sherwin-Williams unless you provide a signed release form.

## BIOMETRIC SCREENING RESULTS

Once you have submitted the forms, your biometric screening results will appear on the [Balance 4 Well-Being website](#) under **Health Profile > Health Results** within a few days.

In-range results are good indicators that you're taking the right steps to stay healthy. Keep getting regular checkups, staying active and participating in Balance 4 Well-Being. Out-of-range results may be a sign of potential health risks. We encourage you to discuss your results with your doctor. He/she can answer your questions and use your results to suggest ways to maintain or improve your health. If you're unable to achieve an in-range result, as defined by Vitality, for any biometric measure, you have a chance to earn the same number of points by completing the Reasonable Alternative Standard.

If you don't agree with your biometric screening results, you may retest; however, Sherwin-Williams does not pay for retesting and your medical plan does not cover it. Discuss the results with your doctor to determine if a retest is right for you.

## REASONABLE ALTERNATIVE STANDARDS

If you receive an out-of-range result, Vitality will automatically provide you with an alternative goal, or Reasonable Alternative Standard, designed to help you get closer to the in-range result. And, by completing the Reasonable Alternative Standard, you can earn the same number of points awarded for the in-range result. For example, if you present a BMI result that is outside of the healthy range, you automatically qualify for a Reasonable Alternative Standard to earn the same amount of points (if you haven't already earned in-range points in the current program year). This alternative will be presented as an option when you plan your points on the Points Planner page under Vitality Check.

If you can't meet a Reasonable Alternative Standard, you may qualify to earn the same reward by different means with your doctor's approval. To see if you qualify, talk to your doctor and submit to Vitality a completed Biometrics Physician Waiver and a letter from your doctor saying that you can't meet the alternative in-range standard. Find more details on the [Balance 4 Well-Being website](#) under **Your Account > Forms and Waivers**.

## MEDICAL ACCOMMODATIONS

If you are unable to meet any Vitality outcome-based standard, Vitality automatically offers you ways to earn the same reward by different means, regardless of any medical condition and without your doctor's approval.

If a short- or long-term medical condition limits your ability to engage in physical activities or meet a Vitality standard, Vitality makes it possible for you to stay on track with a medical accommodation. For each activity-based standard you're physically unable to meet, Vitality will offer an alternate activity that allows you to earn the same amount of points. For example, if you typically earn 10 points a day for a 30-minute workout, Vitality will recommend a non-physical activity worth 10 points.

For each outcome-based standard you are unable to meet, Vitality will automatically offer you ways to earn the same amount of points by different means. Complete a form and submit it to Vitality. Go to **Your Account > Forms and Waivers** and select the appropriate form based on the standard or activity you are unable to meet.

If you need to, have your doctor complete his/her portion of the form and submit your completed form by email to [wellness@powerofvitality.com](mailto:wellness@powerofvitality.com) or fax it to 877-224-7110. Based on your doctor's suggestions, Vitality offers alternative activities you can complete to earn points. Your doctor may also need to approve the alternative activities.

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**Tip!** For your protection, Vitality strongly recommends sending your form via their secure fax at 877-224-7110. Submissions by email aren't secure until they're received by Vitality.

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# FITNESS DEVICES

## CHOOSING AND USING FITNESS DEVICES

If you don't already have a fitness device and are interested in buying one, the following information may help you find the right fitness device for you. There are many fitness devices available for you to choose from. The right one will be based on your needs. Whether you prefer to walk, jog, swim or cycle, there's a fitness device to best meet your needs.

Keep the following suggestions in-mind when choosing a fitness device:

IF YOU PREFER TO...	CONSIDER THE FOLLOWING FITNESS DEVICE...
...walk, jog or hike.	...a pedometer, such as a Fitbit® or an app for your smartphone.
...run.	...the MapMyFitness mobile app. If you run or walk at least 30 minutes and want a more dynamic view of your workout, you can also try a heart rate monitor.
...cycle.	...a GPS device, such as a Garmin® Fit or the mobile app MapMyFitness/MapMyRide. You can also try a heart rate monitor.
...swim.	...either a heart rate monitor, Garmin® Swim or, for open-water swims, a GPS watch.
...workout at home.	...a heart rate monitor or Fitbit® activity tracker can work for you.

You can link Apple, Polar, Fitbit or Garmin devices to Vitality. To link your fitness device to Vitality on your homepage on the [Balance 4 Well-Being website](#), go to **Devices > Link another device > I have a device** and click on your device type.

Follow the steps below to link your Apple® Watch to the Vitality Today app:

- ➔ Log in to the Vitality Today app.
- ➔ Click **More** in the lower right-hand corner of the screen, then click **Apple Health**.
- ➔ Click **Settings** at the top of the Apple Watch screen and follow the prompts to connect.

After connecting, you will get a message that says "You're Connected. Vitality Today is now synced to Apple Watch."

You can share self-reported health data, such as your VHR results, between your Apple Health app/Apple Watch and the Vitality Today app by following the steps below.

- ➔ Log in to the Vitality Today app.
- ➔ Click **My Health Results** and follow the prompts to push the VHR data to Apple Watch.
- ➔ Click **Update Apple Watch**, then **Let's do it!** to push your data from Apple to Vitality.

You will get a message such as "Apple Watch App was updated. 3 of 5 values have been saved successfully." Note: You don't earn points for self-reported health data.

You can link multiple fitness devices to Vitality and keep earning points when you switch between them. If you are linking your device for the first time, tap the Vitality box that pops up on your device.

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**TIP!** It can take up to 48 hours for your completed activities to display on the [Balance 4 Well-Being website](#) or the Vitality Today app. If they aren't showing up, check if your device is linked to your Balance 4 Well-Being account. From the homepage, click Devices to find out which devices are linked.

Be sure the right device is connected to Vitality. Even if you see a green checkmark on the Devices button on the homepage, it may be an old device you no longer use that's connected to Vitality.

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Note: Vitality will not accept workouts dated prior to the registration effective date.

## USING MOBILE APPS

If you use MapMyFitness, Fitbit MobileTrack or the Vitality Today app, you will want to link your account to Vitality. On the [Balance 4 Well-Being website](#), choose **Devices > Link another device > I want to use my smartphone** and click on your preferred app.

## USING HEART RATE MONITORS

There are many heart rate monitors available on the market. Polar® and Garmin® can link directly to Vitality. If you have another brand, you may be able to import your workouts to Vitality through MapMyFitness.

**If you have a Polar device**, connect your device to Vitality. You'll be able to upload workouts from your Polar device to the website where you log in to see your data (PolarFlow) using the available route. Polar will transfer the data to Vitality in real time, after you have completed a successful download.

**If you have a Garmin device**, link your account to Vitality on the [Balance 4 Well-Being website](#) under **Devices > Link another device > I have a device > Garmin**.

## FITNESS DEVICE SUPPORT

If your device isn't working right, contact the manufacturer, as follows.

- ➔ Apple Watch: <https://support.apple.com/watch>
- ➔ Fitbit: [help.fitbit.com/](https://help.fitbit.com/) or 877-623-4997
- ➔ Garmin: [www.garmin.com/us/support](https://www.garmin.com/us/support) or 800-800-1020
- ➔ MapMyFitness: [www.mapmyfitness.com](https://www.mapmyfitness.com)
- ➔ Polar: [www.polar.com/support](https://www.polar.com/support) or 800-227-1314

# CONTACTS

For more details on Balance 4 Well-Being, see *The Guide to Vitality* on the website. Choose **Resources > Guide to Vitality**.

## VITALITY – THE BALANCE 4 WELL-BEING CUSTOMER SERVICE TEAM

Contact Vitality through:

- ➔ Email: [wellness@powerofvitality.com](mailto:wellness@powerofvitality.com)
- ➔ Phone: 877-224-7117  
8 a.m. – 5 p.m. (CST), Monday – Friday
- ➔ Fax: 877-224-7110
- ➔  Vitality Today app in the [Apple Store](#) or [Google Play](#)

**Usa Vitality en español** — entra a Vitality, ve hasta abajo y haz clic en Languages > Español.

## BALANCE 4 WELL-BEING AMBASSADORS

As a Well-Being Ambassador, you volunteer to be an advocate of the Balance 4 Well-Being program by assisting in the implementation and communication of the well-being program and local initiatives. You will also help to promote well-being related resources and gather feedback. During your time as a Well-Being Ambassador, you will encourage and engage your colleagues to take action towards total well-being.

### MAKE A DIFFERENCE AS A WELL-BEING AMBASSADOR BY:

- ➔ Engaging employee participation at a local level for the Balance 4 Well-Being program.
- ➔ Generating a culture of well-being within the organization.

If you are an Ambassador and have questions or are interested in becoming an Ambassador, contact [balance4well-being@sherwin.com](mailto:balance4well-being@sherwin.com).