

## **TERMS AND CONDITIONS OF PARTICIPATION IN TOTAL WSH PROGRAMME**

1. We understand that the Total WSH Programme will need to be completed within 12 months from the date of accepting the terms and conditions. Otherwise, WSH Council reserves the right to clawback all funded monies and terminate the funded programme.
2. We understand that each participant, regardless of nationality (with the exception of Health Screening), are originally funded to participate in one intervention package per one (1) unique participant. Company may consider signing up for additional package at no charge provided that at least a minimum of 20 unique participants participates in each additional package. All employees are also welcome to attend all programmes and sessions regardless of their original sign up package. For each shortfall of unique participants for each additional package, a charge of SGD85 will be applicable.
3. The following shall outline the conditions for individual packages:
4. Mental Well-Being Package:
  - a. It is compulsory for attendees to have completed the iworkHealth Survey (available online at <https://www.iworkhealth.gov.sg/> and it is anonymous) before embarking on the Mental Wellness talks. (If employees are unable to do the survey, it is recommended for the Company to take up General Safety & Health Package and embark on Mental Wellness talks from there.)
5. Infectious Disease Package:
  - a. It is compulsory to complete the site walk prior to any talks or workshops.
6. For Health Screening & Coaching Package:

We understand that should health screening be conducted; national funding guidelines originally limits funding only to Singaporeans and Singapore Permanent Residents of age 40 and above. Wong Fong Academy is however willing to offer health screening for free to remaining employees provided the below conditions are met:

- a. The individual who is ineligible for Health Screening Funding can enjoy funded pre and post health screening if they attend at least 1 health coaching first, prior to joining in for any other packages, within 4 months.
- b. However, if they attend 1 session from other programme package within 4 months, they are only eligible for 1 free pre health screening but is entitled to the other programme package that they attended.
- c. Without fulfilling either of these 2 options, there will be a surcharge of \$46 per pax per screening. They have 4 months to attend any 1 activity in order to get funded and the \$46 per pax will be waived.
- d. For each Health Screening Session, there needs to be a minimum of 25 pax (7am – 7pm), otherwise a minimum surcharge of SGD800 applies.
- e. After office hours screening is only available between 4.30am – 7am. There must be a minimum of 50 pax per session or a surcharge of based on tiering level as per below, will apply.
  - 30 - 34 pax: \$800
  - 35 - 39 pax: \$630
  - 40 - 44 pax: \$470
  - 45 - 49 pax: \$300

7. For all other packages:

- a. With the exception of Health Screening, regardless of nationality, all attendees will be funded.
- b. For Safety Coaching, it shall be limited to minimum 10 and maximum of 20 pax per 30minutes sessions.
- c. For all other sessions under respective packages except Health Screening, there needs to be a minimum of 15 pax per session.
- d. It is not mandatory for attendees to attend all sessions in their signed up package.

8. General:

- a. The packages available are 1) Mental Well-Being 2) Weight Management 3) Ergonomics 4) Infectious Disease 5) Safety Coaching 6) General Safety & Health Talk 7) Health Screening & Health Coaching.
- b. For any changes or cancellation to the scheduled activity, WFA must be informed at least 10 working days in advance.
- c. All workshops / activities will be conducted between 7am to 7pm only.

- d. It is mandatory for all unique participants to complete a post session Attendance /evaluation form (online) for funding purposes. Failing which, Company Representative is required to provide either mobile number or email. This is for the purpose of random audit by WSHC to verify their attendance.
9. We understand that should disputes or issues arise out of or in connection with any payment arrangements with the programme manager and its authorised service providers on non-funded activities, we shall fully indemnified WSH Council against any claims, actions, demand, damages and expenses (including legal costs on a full indemnity basis) of any form.
10. We also understand that data ranging from biometric data to participant feedback at each activity etc would be collected. As such, names, mobile numbers, individual landline numbers or individual email addresses from participants may be collected. Consent will be sought from individual participants directly and done in compliance with the Personal Data Protection Act.
11. We agree all information in this programme shall be dealt with at a strictly private and confidential nature by all parties involved, and it shall not be published or communicated by anyone to any other person in any form whatsoever except in the course of official duties on a strictly “need-to-know” basis or prior written consent from all parties involved.

**Signed by XXXX:**

**Name of Company: YYYY of UEN Number**

**Date:**