



Global Accreditation Application *CEO Cancer Gold Standard*TM

Application Submission Date:

Employer:

Number of Global Employees:

The *Global CEO Cancer Gold Standard* Application must be submitted online
www.cancergoldstandard.org

Application Version Date: September 2017

Introduction

The **CEO Roundtable on Cancer** administers the **CEO Cancer Gold Standard™**. While this employer-led health and wellness model began in the United States, there is now an active accreditation program in China. The **CEO Roundtable on Cancer-China** is registered as the first-of-its-kind non-governmental organization (NGO) in China and has a full-time staff who, together with team of corporate and medical member leaders, maintains and administers the **CEO Cancer Gold Standard-China** to address the unique health and wellness needs and challenges of employers with operations in China.

In order to ensure both US and China specific requirements are fully satisfied, employers with international operations in both the US and China must first meet and maintain accreditation in both the US and China **before** applying for *Global Gold Standard Accreditation*.

Global Accreditation Requirements

Employers who wish to apply for *Global Gold Standard* accreditation must:

1. Achieve and maintain *Gold Standard* accreditation in the US **and** Achieve and maintain *Gold Standard* – China accreditation.
2. Provide a description of the organization's **Corporate Structure** so that the global *Accreditation Review Board* understands and appreciates the size and complexity of the entity applying for accreditation.
3. Maintain a **Worldwide Tobacco-Free Policy** in all business locations where permissible by law and/or where there are no other exceptional circumstances (e.g., security concerns) where being tobacco-free would jeopardize the security of employees. If there are exceptions to the Worldwide Tobacco-Free Policy, provide the rationale for those exceptions and the steps being taken to address the discrepancies.
4. The requirements of the **Five Pillars** are met by completing a series of checkboxes and by providing 2-3 country specific examples in free form text. The text should be no longer than 300 words. It is important the examples provide an overview of activities such that the reviewers will gain a sufficient sense that employees in all locations are an integral part of your corporate culture of health and wellness, and that your global organization embraces the tenets of the *CEO Cancer Gold Standard™*.

Corporate Structure

So that the Global Accreditation Review Board better understands and appreciates the size and complexity of the entity applying for accreditation, please complete.

Organization: _____

Gold Standard Accreditation Date (if applicable): _____

Gold Standard - China Accreditation Date (if applicable): _____

Number of worldwide employees (*total*): _____

Number of employees in the US: _____

Number of employees in China: _____

Number of Locations: _____

Number of Countries: _____

How is your Corporate Structure best described?

- A collection of companies with distinct leadership and cultures requiring parallel assessment, policies and interventions.
- A centralized company with everyone reporting up to CEO, with a common culture and set of policies.
- It is something else, as described in the box below.

Pillar #1: Prevention

Take steps that may help to prevent cancer by maintaining a tobacco-free workplace; by offering programs and services that focus on healthy nutrition, physical activity, and maintaining a healthy weight; and by covering appropriate, available vaccinations.

Tobacco Free Workplace:

Maintain a comprehensive world-wide tobacco-free policy

Worldwide Tobacco-Free Workplace Policy – Check only those boxes that apply:

- Our policy is specifically worded to be tobacco-free rather than smoke-free.
- Our policy prohibits all forms of tobacco (cigarettes, cigars, pipes, and any others), including smokeless tobacco (chew, snuff, twist, and any others).
- Our policy prohibits e-cigarettes and all other forms of electronic nicotine delivery systems (ENDS). (Note: For each of the requirements below where the phrase “the use of tobacco” appears, that requirement also includes the use of e-cigarettes and all other ENDS.)
- Our policy is in place and applies to everyone at all of our workplaces, including employees, temporary workers, contractors, trainees, and visitors.
- Indoors:** Our policy prohibits the use of tobacco inside all of our workplaces at all sites, whether our facilities are owned, leased, or shared.
- Outdoors:** Our policy prohibits the use of tobacco on our grounds or campus, at all of our workplaces, whether the grounds are owned, leased, or shared.
- We do not permit the use of tobacco in any designated areas, nor do we permit the use of tobacco in separately ventilated facilities.
- In instances where we do not control the property/space immediately outside our buildings, we prohibit the use of tobacco by our employees near the entrances to our buildings, in order to decrease exposure to secondhand smoke.
- Our policy prohibits the use of tobacco at the workplace, even if our workplace is in a leased facility where the landlord permits the use of tobacco.
- Our policy prohibits the use of tobacco in all employee vehicles on our grounds.
- Our policy prohibits the use of tobacco in our employer-owned or leased vehicles, regardless of their location.
- Our policy includes enforcement procedures that are in keeping with our procedures for enforcing other human resources and facilities-related policies.
- Our policy is communicated to everyone at all our sites, including employees, temporary workers, contractors, trainees, and visitors.

- There are exceptions to our tobacco-free policy, as described below, with rationale for the exceptions and the steps being taken to address the discrepancies.

Upload Examples

If necessary, please upload relevant documents, photos, posters and/or brochures.

Tobacco-Cessation Support:

Tobacco-cessation treatment programmes are available for employees and covered family members.

Tobacco-Cessation – Check only those boxes that apply:

- Tobacco-cessation programmes are chosen and implemented by local staff to ensure they are culturally relevant to the site and country location.
- We encourage employees to discuss treatment plans with their doctors under their medical plans.
- Our Occupational doctors discuss smoking problems with affected employees who are advised of the associated health risks of smoking along with the programmes and benefits we have in place to help them.
- Staff have annual or biennial medicals (dependent on location) at which lung function assessments are conducted.

Tobacco-Cessation Medication – Check only those boxes that apply:

- We ensure access to tobacco-cessation medications at no-cost or a reasonable cost-sharing level through
 - Insurance Coverage
 - Employer Sponsorship / Third Party Vendor
 - Employer Assistance Program (EAP)
 - Local Facilities
 - Healthcare Provider
 - National Health Service's Support Programmes
 - Another method? If so, please describe below

Tobacco-Cessation Programmes – Check only those boxes that apply:

- We ensure access to tobacco-cessation counseling provided through
 - Insurance Coverage
 - Employer Sponsorship / Third Party Vendor
 - Employer Assistance Program (EAP)
 - Local Facilities
 - Healthcare Provider
 - National Health Service's Support Programmes
 - Another method? If so, please describe below
- In some locations employees have onsite counseling.
- Group support is available at some local facilities (community centres, hospitals).
- We actively inform our employees about the national public quitlines.
- We encourage employees to download smart phone tobacco-cessations apps.
- Employee tobacco-cessation counseling services are provided either on-site or telephonically at all locations worldwide.
- We provide financial or other incentives for attending tobacco-cessation classes, seminars, etc.

Country-Specific Examples

*Understanding the mechanisms for delivering tobacco-cessation treatment programmes for employees and covered family members may differ significantly across regions, please provide 2-3 **distinct** country specific examples to illustrate how the requirement is being met. Please limit each example to 300 words.*

Country-Specific Example 1:

Country-Specific Example 2:

Country-Specific Example 3:

Upload Examples

If necessary, please upload relevant documents, photos, posters and/or brochures.

Pillar #1: Prevention (cont.)

Nutrition | Physical Activity | Healthy Weight | Vaccines

Provide a culture that values, enables and supports healthy food choices, physical activity, healthy weight management, and coverage for available appropriate vaccinations.

Overall – Check only those boxes that apply:

- A mechanism is in place for the continuous review and improvement of current and future well-being programmes.

Nutrition – Check only those boxes that apply:

- We offer healthy options in company cafeterias, break rooms, and/or vending machines.
- We encourage optimal location of healthy food choices within the cafeteria layouts.
- We have calorie counts and nutrition information signage to clearly identify the healthiest options.
- We subsidize healthy food selections and charge higher rates for high-fat and less nutritious meals.
- We supply our canteens with storage facilities so our employees have the option to bring healthy food from home for lunch and snacks.
- The cafeteria(s) at our workplace(s) allow those who have brought their lunch from home to eat at the same tables as those who have purchased food from the cafeteria service.
- No-cost healthy fruit choices are available on the cafeteria tables and/or break rooms (daily/weekly).
- We supply water machines to encourage water as the beverage of choice.
- We encourage including healthy options for refreshments, meals, and snacks served at workplace or work-related meetings, events, and informal gatherings – both large and small.
- We encourage our employees to use smart phone apps for nutrition.
- We offer nutrition counseling in on-site clinics and/or cover nutrition counseling under our health benefit plans.

Physical Activity – Check only those boxes that apply:

- We offer flextime to provide employees opportunities to exercise during the workday.
- Supervisors and managers are encouraged to support flextime to enable employees to schedule physical activity around their before-work and after-work responsibilities for family, schooling, community, etc.
- We have an on-site fitness center accessible to all or most of our employees.
- We have walking trails as part of our property and/or provide distance-marked maps of nearby sidewalks or trails for brief or longer walks at appropriate times
- Our sports and social club gives a rebate to each employee who joins a sports club (EG cycling, rowing, swimming or gym) as well as sponsoring sporting events.
- We have information seminars/demonstrations to introduce staff to activities such as TRX, Zumba, Yoga and Pilates.
- We negotiate corporate rates with local gyms which saves employees money for annual Gym and Swim memberships.

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- We offer financial reimbursement for external gym memberships.
 - We encourage our employees to use smart phone apps for physical activity.
 - We provide bike racks at our facilities to encourage biking to/from work.
 - We promote use of our safe, well-lit, and accessible stairwells, as alternatives to elevator use.
 - We provide access to showers to enable employees to work out anytime, including before and after work hours.
 - We provide real-time Air Quality Index (AQI) index at notable public places.
 - We install air purifiers (or purifying systems) at our worksites to ensure indoor AQI stays at low level (PM2.5<50 µg/m3)
 - We have in place action plans in accordance to different levels of air pollution and strictly follow them.

Healthy Weight – Check only those boxes that apply:

- Our Employee Assistance Program provides counselling for eating disorders.
- We make accurate and calibrated scales easily accessible to employees in places such as our first aid rooms, etc.
- We encourage our employees to use smart phone apps for weight management.
- We offer incentives, including (but not limited to) financial incentives, to encourage employees to lose weight and/or to participate in weight management programs.
- We offer free (voluntary) basic screenings (weight, BMI, waist circumference, etc.), to help employees become more aware of their weight status.
- We offer and promote access to the services of qualified weight management coaches to employees and their dependents who are overweight or obese.

Vaccines – Check only those boxes that apply:

- We cover vaccines against the Hepatitis B Virus (HBV) for employees and their covered dependents.
- We cover vaccines against the Human Papillomavirus (HPV), for both females and males and keep our employees informed about its availability so that they may choose to be vaccinated.

Country-Specific Examples

*Understanding the mechanisms to encourage employees to make healthy food choices, be physically active, maintain a healthy body and receive appropriate available vaccinations may differ significantly across regions, please provide 2-3 **distinct** country specific examples to illustrate how the requirement is being met. Please limit each example to 300 words.*

Country-Specific Example 1:

Country-Specific Example 2:

Country-Specific Example 3:

Upload Examples

If necessary, please upload relevant documents, photos, posters and/or brochures.

Pillar #2: Screening

Cover age- and gender-appropriate cancer screenings (for breast, cervical and colorectal cancers), applicable to your local employee health concerns and to your regional health system.

Check only those boxes that apply:

- We provide access to cancer screenings through
 - Insurance Coverage
 - Employer Sponsorship / Third Party Vendor
 - Employer Assistance Program (EAP)
 - Local Facilities
 - Healthcare Provider
 - National Health Service's Support Programmes
 - Another method? If so, please describe below

- We provides access to, and coverage for, age- and gender-appropriate screening programmes.
 - We provide coverage for breast cancer screening.
 - We provide coverage for cervical cancer screening.
 - We provide coverage for colorectal cancer screening.

- We provide guidance on recommended evidence-based screening that local operating companies can use to determine what screenings are done, at what age and frequency, etc. Country government guidelines and local prevalence rates are also factored into the design of the local programmes.

- We regularly promote the necessity of screening as a preventative tool in the fight against cancer.
- We provides cancer screening information to employees in an effort to encourage stronger dialogue with their healthcare provider around screening and prevention.

Country-Specific Examples

*Understanding the mechanisms to ensure access to cancer screenings may differ significantly across regions, please provide 2-3 **distinct** country specific examples to illustrate how the requirement is being met. Please limit each example to 300 words.*

Country-Specific Example 1:

Country-Specific Example 2:

Country-Specific Example 3:

Upload Examples

If necessary, please upload relevant documents, photos, posters and/or brochures.

Pillar #3: Cancer Clinical Trials

Where access to cancer clinical trials is available, employees are being educated about cancer clinical trials and the value of considering participation in a cancer clinical trial.

Check only those boxes that apply:

- We ensure access to cancer clinical trials through
 - Insurance Coverage
 - Employer Sponsorship / Third Party Vendor
 - Employer Assistance Program (EAP)
 - Local Facilities
 - Healthcare Provider
 - National Health Service's Support Programmes
 - Another method? If so, please describe below

- Our employees have access to cancer clinical trials in all areas of the world.
- Our employees have access to cancer clinical trials in many areas of the world.
- Health benefits information contains information about insurance coverage while participating in clinical trials.
- If an individual elects to participate in a cancer clinical trial, they will not be financially penalized by our health benefits program, i.e., they would receive the same benefits coverage as employees who do not choose to participate in a trial.
- We ensure our employees understand that investigational drugs or agents and other direct costs associated with a cancer clinical trial are typically paid for by the clinical trial sponsor and would not be the responsibility of our health benefits plan(s).
- We provide information to employees about clinical trials through town hall meetings, newsletters, intranet or other communication channels.

Country-Specific Examples

*Understanding the mechanisms to ensure access to participation in cancer clinical trials may differ significantly across regions, please provide 2-3 **distinct** country specific examples to illustrate how the requirement is being met. Please limit each example to 300 words.*

Country-Specific Example 1:

Country-Specific Example 2:

Country-Specific Example 3:

Upload Examples

If necessary, please upload relevant documents, photos, posters and/or brochures.

Pillar #4: Quality Treatment and Survivorship

Provide information about where your employees may be treated for cancer.

Quality Treatment - Check only those boxes that apply:

- We strive to ensure that people in all locations have access to medical services of good quality.

Survivorship - Check only those boxes that apply:

- We have policies in place that provide flexible work schedules and/or locations of work for employees being treated for cancer or who are caregivers for a family member being treated for cancer.
- We provide one or more designated human resources advisors or other individual(s) to advise these employees – and their supervisors/managers – about how our policies and appropriate services can be helpful after a cancer diagnosis.
- We have a mentoring/peer support program in which employees can be matched with other employees who have had similar cancer treatment/survivorship experiences.
- When a cancer survivor returns to work, we have return-to-work policies to provide appropriate accommodations-such as a flexible work schedule and/or modified duties for a period of time to facilitate transition
- Our Employee Assistance Programme offers face to face counselling for those affected by a diagnosis.
- Additional services (e.g. psychologists, counselors, etc.) are often available through governments or local NGO's, to complement the treatment provided by, doctors and nurses as this will ensure a multi-pronged approach in the treatment, recovery and follow through of cancer diagnosed patients.
- We offer other programs and services to recognize the needs of cancer survivors, as described in the box below.

Country-Specific Examples

*Understanding the mechanisms to ensure your employees have access to quality care may differ significantly across regions, please provide 2-3 **distinct** country specific examples to illustrate how the requirement is being met. Please limit each example to 300 words.*

Country-Specific Example 1:

Country-Specific Example 2:

Country-Specific Example 3:

Upload Examples

If necessary, please upload relevant documents, photos, posters and/or brochures.

Pillar #5: Health Education and Health Promotion

Educate employees about what they can do to prevent cancer, when and why they should be screened for certain cancers, the value of cancer clinical trials, and why quality cancer treatment makes a difference. Promote employee participation and engagement in healthy workplace initiatives.

Check only those boxes that apply:

- We have implemented a Global program to inform all employees of the opportunities to engage in health living programmes.
- Communications are cascaded through leadership directly to employees or through Human Resources, Health Champions or Health Services.
- We work with our global EAP provider to bring more updated topics to employees online.
- We have developed communication and engagement templates covering topics such as smoking cessation, elimination of nicotine cravings, nutrition, fitness, and weight management.
- We communicate health education and/or health promotion information to employees through organization bulletins and company briefings.
- Printed health education and/or health promotion information in the form of posters, brochures, pamphlets, or flyers are posted and are accessible in common areas of our buildings in addition to being posted on our intranet.
- We implement a Healthy Awards program that rewards employees for healthy behaviors by incentivizing them to participate in age appropriate screenings for breast and colorectal cancers.
- We have a promotional week each year that promotes various topics such as nutrition, weight management, physical activity etc. which involves marquee speakers, information campaigns, competitions and classes/activities/demonstrations.
- We have worldwide employee communication efforts surrounding specific cancer awareness months throughout the year.
- We offer seminars, classes, and/or lectures on-site or offsite led by consultants/external speakers.
- Strong management support for health initiatives is exemplified by active participation in workplace promotion programs.
- Strong management support for health initiatives is exemplified by written statements both internally and externally.

Country-Specific Examples

*Understanding the health education and health promotion efforts may differ significantly across regions, please provide 2-3 **distinct** country specific examples to illustrate how the requirement is being met. Please limit each example to 300 words.*

Country-Specific Example 1:

Country-Specific Example 2:

Country-Specific Example 3:

Upload Examples

If necessary, please upload relevant documents, photos, posters and/or brochures.

Preparer's Certification and CEO Affirmation

Organization: _____

*I hereby certify that all information contained in this application for accreditation as a **Global** CEO Cancer Gold Standard employer is accurate.*

Preparer's Signature

Date

Preparer's Printed Name

Title

Preparer's Mailing Address:

On behalf of my organization, I hereby affirm my personal commitment to fighting cancer through prevention, early detection and quality care. As CEO, I am committed to leading my organization in satisfying all of the requirements of the CEO Cancer Gold Standard™. My organization will ensure that our culture, policies, benefits, and programs assist our employees in practicing good health habits, participating in appropriate cancer screenings, and having access to quality cancer care including clinical trials. Further, we will strive toward continuous improvement in all areas addressed by the CEO Cancer Gold Standard™.

CEO's Signature

Date

CEO's Printed Name

Title

CEO's Mailing Address:

All decisions regarding Global CEO Cancer Gold Standard accreditation are at the sole discretion of the CEO Roundtable on Cancer.