

Well Workplace Award
Executive Summary

Steptoe & Johnson, PLLC

Bronze Award

Information in this publication is carefully reviewed for accuracy. Questions, comments, or ideas are welcome. Please direct to Dr. David Hunnicutt, Executive Editor, at the address below.

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**WELLNESS COUNCILS
OF AMERICA**

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General Information

**WELL WORKPLACE
Bronze Application**

Basic Information

Name of Organization Step toe & Johnson, PLLC

Address of Organization _____

Council Affiliation Wellness Council of West Virginia

Contact Person Eva M. Conner

Title Human Resources Manager

Work Telephone _____

Fax Number _____

E-Mail Address _____

Alternate Contact Lexie A. Mayfield

Parent Organization _____

Number of Sites Covered by this Application 1

Number of Employees Covered by this Application 151

Nature of Business or Industry Law firm

Name of CEO Robert M. Steptoe, Jr., Esquire

Date of Application May 28, 2004

Step toe & Johnson PLLC is a multi-practice law firm that has provided customized legal services to industry and public entities in West Virginia and the surrounding region for over 90 years. The firm has six office locations in Clarksburg, Charleston, Morgantown, Martinsburg, Wheeling and Huntington. The Clarksburg office is the first office and was established in 1913. Clarksburg continues to be the center of management and administrative functions for the firm. The Clarksburg office has 58 attorneys and 93 support staff. Robert M. Steptoe, Jr. is the firm's Chief Executive Officer and is located in Clarksburg. This is our first application for the Well Workplace award.

In the fall of 2003, the firm's Morgantown office was awarded the Bronze award from the West Virginia Wellness Council. This achievement inspired the Clarksburg office to participate in a similar wellness program. In September of 2003, Eva Conner, Liz Pigg, Heather Skinner, Jacqui Sikora and Lexie Mayfield attended the Well Workplace University. The nuts and bolts required to initiate a full scale wellness program were acquired at the University and implemented in the Clarksburg office in October of 2003. There were two primary objectives in starting a wellness program: 1) improving employees' overall health and life; and, 2) becoming part of the Tri-County Well City Initiative.

The Steptoe & Johnson Wellness Program is focused on providing opportunities and assistance to every individual of the Steptoe & Johnson team in an effort to improve and maintain their optimal level of health and emotional well-being which will ultimately lead to an improved quality of life within our workplace, community, and region.

Obtaining reliable data was an important step in developing wellness programs that would be effective and well-received. Shortly after kicking off our campaign, on-site

multiphasic blood testing was administered. The firm paid all of the testing expense, and a local hospital provided a professional staff that came to our office to collect the blood samples. Individual results were provided to each participant, while only anonymous aggregate data was provided to the wellness team. The overall results of these tests, coupled with the results of our survey were used to develop the various programs and interventions that would be introduced over the coming year.

Prior to implementing any specific program, the wellness team carefully crafted a complete operating plan. The operating plan consists of goals and objectives, evaluation techniques, time lines, and other important aspects of each program.

With the information gained from the various data collection methods and facility reviews, the wellness team implemented numerous intervention programs beginning in 2003. Programs for supporting behavior change focused on healthy eating, promoting physical activity, stress management, smoking cessation and weight loss. Programs at the educational level centered around educational speakers, blood drives and massage therapy. Programs directed toward awareness were highly promoted throughout the year and included weekly healthy tips, flu shots, skin cancer screening and health prevention services.

Although our office has historically maintained a highly supportive environment, certain notable changes were made during the year. Healthier snack alternatives were made available in our vending machines, fresh fruit was offered daily at minimal cost, discounted fitness memberships were negotiated, and various experts were brought in to speak and present programs.

The programs and interventions are constantly being evaluated, reviewed, and modified as necessary. Participation in the various programs continues to be monitored and post-programs evaluations are conducted as necessary in order to determine participant satisfaction.

Robert M. Steptoe, Jr. is the firm's Chief Executive Officer. In 2003, Bob climbed the Matterhorn. This was inspiration for the naming of our Wellness Program - "Climbing the Wellness Mountain." Bob has been very supportive of our endeavors. He recently stated "Would you buy a high performance automobile and then operate it on low octane gas; never change the oil, fluids, plugs, injectors, etc.; never rotate the tires; never wash and wax the vehicles; and never perform the suggested routine maintenance? Of course not! So why do we treat our minds and bodies less favorably than objects made of steel, glass, rubber and plastic? To me, this analogy brings home the point of a wellness program."

Many participants reported that the physical activities involved in the American Cancer Society's "Active for Life" and "Walk One Hundred Miles in One Hundred Days" campaigns have improved their overall physical as well as emotional well-being. They reported feeling better, being happier, having more energy, reducing stress levels, losing weight, and, as a bonus, getting to know their fellow employees better. The creativity of some of the team captains who held exercise and dance classes during lunch hours and also did group walks really helped everyone to reach their goals and brought our team approach to an even greater level. Some of the employees who took part have furthered their work out routine by joining gyms or clubs. The friendly competition between departments during the "Active for Life" campaign brought a good old-fashioned sense of teamwork and pride. The extra activities also helped participants in the at-work "Weight Watchers" program to meet their weight loss goals.

Our employees have gained knowledge by becoming better educated in many areas. A volunteer from the American Heart Association spoke in great detail about the signs and symptoms of stroke and the alarming percentage of deaths from stroke. He also gave good information about the new technology in helping to stop a stroke. The American Cancer Society presented a program which centered around the many cancers that can be decreased or eliminated by proper diet and exercise. Steve Barbe, a professional fitness trainer, taught the essentials of exercising properly to lower risk of injury and offered one month free gym memberships. Stress management personnel spoke on the many diseases caused by stress in our daily lives and ways to prevent or relieve stress. To further emphasize the ways to relieve stress, volunteers from a local massage school came on-site to give chair massages at a minimal charge.

Since skin cancer is one of the leading cancers and growing every year, complimentary in-house exams were provided by a prominent Clarksburg dermatologist who looked at any irregular moles, skin lesions or discolorations. He even went so far as to write prescriptions and make future appointments in some cases.

Convenience is key to the at work "Weight Watchers" classes. This provides a core group of people with a support network in their efforts to lose weight. Membership ranges from 10 to 24 people and personal weight loss has ranged from a few pounds to as much as 56.

During our kick-off for our wellness campaign, an anonymous needs and interests survey was distributed. Our wellness team used the data collected on this survey to determine the specific needs of our employees. Our programs have been based on this data and include offering a weekly fruit bowl, several speakers promoting behavior change, smoking cessation

classes, a weight watchers program, an Active for Life campaign, and most recently, the 100 Miles in 100 Days program.

When we began our wellness initiative in October of 2003, we were unsure of the results we would get. Seven months later, the benefits of our wellness program are evident.

In 1913, Philip P. Steptoe and Louis A. Johnson established the law firm of Steptoe & Johnson in Clarksburg, West Virginia. Due to its centralized location and variety of manufacturing, banking, mineral, and service-related industries, Clarksburg proved to be an idea base of operations. Steptoe & Johnson PLLC is a multi-practice firm. The firm devotes a substantial portion of its work to civil litigation, labor and employment law, commercial practice, and real estate transactions. The firm takes an active role in the community and encourages its attorneys and staff to become involved in local civic and professional organizations. From membership in the local Chamber of Commerce to forming a team and walking in the Relay for Life campaign, the firm's attorneys and staff truly immerse themselves in the community. Participation in the Wellness Program has been equally encouraged, from our Chief Executive Officer to the Group Leaders on every floor of the firm. The enthusiasm and participation in the program has been tremendous.

Step toe & Johnson PLLC

Clarksburg Office
Organizational Chart

