

**Stepping into Health
Rules
4-15-09**

1. Eligibility:

- ✓ The Stepping into Health program is open to all active Alcatel-Lucent North America employees, and is a voluntary program aimed at maintaining motivation to meet healthy, individually set exercise and/or weight management goals. There is no fee to participate.

2. Duration and Object of the Competition:

- ✓ The program duration is four months, from 6-1-09 through 9-25-09.
- ✓ During this time, teams will compete to achieve the greatest average combined team distance by stepping (walking, jogging, or running) or bicycling.
- ✓ Any stepping (e.g., walking, jogging, running, etc.) or bicycling will count

3. Forming Teams:

- ✓ Teams consist of 2-10 members, and can be virtual – members are not required to be collocated.
- ✓ Teams should be coordinated by asking groups of employees – not any individual directly – whether they wish to join a team. Individuals wishing to volunteer to participate should then contact the person trying to organize a team. (We do not want any person to feel obligated to join, or that they are being asked to join because they are perceived to have a weight problem).
- ✓ Each team will choose a captain and team name. The captain will submit a proposed team name online at [Stepping into Health 2009, Team Name Registration](#). Alcatel-Lucent Health Promotions staff will review the name and inform the captain if the name is accepted (some teams may choose duplicate or objectionable names). Teams are encouraged to use creative (but tasteful) names.
- ✓ Any participant may drop out of the competition at any time. This will not render the rest of the team ineligible to continue to participate.

4. Getting Started:

- ✓ Prior to starting the program, each team member must complete, acknowledge, and return a program registration form. Registration may be completed online at [Stepping into Health 2009, Individual Registration](#). Online registration is encouraged, but forms are available from the [Stepping into Health](#) web page and completed, signed forms may be faxed to Carrie Gengo of the A-L Health Promotions staff at (908-582-8050) or scanned and emailed to Paula Darnell at HealthPromotions@alcatel-lucent.com.

In addition, prior to the commencement of the program, each participant is expected to educate themselves about healthy and responsible exercise and health maintenance. Participants are also encouraged to consult with their private physician or health care professional to learn what appropriate goals may be for themselves regarding exercise alternatives, time, and regiments.

5. Collection and Reporting of Team Data:

- ✓ There will be two divisions: Stepping (walking, jogging, running, etc.) and Bicycling.
- ✓ The program is a four month program. After 11:59 PM on 5/31/09, each participant will keep a record of his/her distance by stepping (walking, jogging, or running) or bicycling. Each participant will then report his/her distance **for that recording period** to his/her team captain on four dates throughout the program. Distance shall be reported in miles. For individuals who record distance in kilometers, we ask that distance be converted and reported in miles

for ease of administration. Only the team captain (or alternate/substitute team captains) will retain individual data.

- ✓ The program will have four recording periods and dates:
 - Monday, 6/1/09 - Friday, 6/26/09. Recording date: Friday, 6/26/09.
 - Saturday, 6/27/09 - Friday, 7/31/09. Recording date: Friday, 7/31/09.
 - Saturday, 8/1/09 - Friday, 8/28/09. Recording date: Friday, 8/28/09
 - Saturday, 8/29/09 - Friday, 9/25/09. Recording date Friday, 9/25/09
 - Individual recording shall occur from 12:01 AM on the program starting date or on the day after the last recording date, until 11:59 PM on the night before the next recording date. Distance shall be reported to the team captain on the recording date. **For ease of administration, we ask that distance be reported in miles.**

On the four recording dates above, the captain collects each team member's miles confidentially for that recording period. He/she compiles total team miles for the period, and submits the total team miles for the period along with the number of team members online at [Stepping into Health 2009, Monthly Update](#) or by completing and sending the initial and monthly recording form to Carrie Gengo by fax (908-582-8050) or email (carrie.gengo@alcatel-lucent.com) or email to Paula Darnell at HealthPromotions@alcatel-lucent.com. A-L Health promotions staff will compute average team miles for that period by dividing the team miles for the period by the number of team members during the period. A weighted cumulative team mileage score will be computed by adding each successive team period average miles.

- ✓ A-L Health promotions staff will list the team name, weighted cumulative team mileage score, and number of team members on the Alcatel-Lucent [Health Promotions](#) web page. No individual distance, team member names, or other personally identifiable information will be listed on the website.
- ✓ The team that achieves the greatest weighted cumulative team mileage score between 6-1-09 and 9-25-09 will be the winner of the competition for that team's division.
- ✓ If a member drops off a team, the captain must notify the A-L Health Promotions staff by the next month's reporting period so that team distance can be calculated accurately.

6. Prizes:

- ✓ Prizes will be awarded to the top three teams in each division according to greatest weighted cumulative team mileage score.
- ✓ The type of prizes that will be awarded shall be at the discretion of Alcatel-Lucent
- ✓ All incentives for participating or any prizes that a team may win will be shipped to the team captain to distribute to all team members.

7. Other Rules:

- ✓ **Important information: Alcatel-Lucent reserves the right to interpret and administer the rules as it deems appropriate in its sole discretion. Alcatel-Lucent may change or modify these rules at any time with or without advance notice. In addition, Alcatel-Lucent reserves the right to render any participant or team ineligible to participate at any time. Examples may include participants who do not maintain accurate records, or who do not engage in healthy and responsible exercise.**

Stepping into Health Frequently Asked Questions

What is it?

Stepping into Health is a North America-wide team competition for all Alcatel-Lucent North America employees. The program encourages healthy exercise through walking, jogging, or biking.

Who can join?

Any Alcatel-Lucent North America employee can join on a team of 2-10 colleagues. Teams can be virtual. You choose a team captain, a team name and a category. Team names may be registered online at [Stepping into Health 2009, Team Name Registration](#).

What are the categories?

You can compete based on stepping miles or biking miles, but you can only be a winner in one division.

When is it?

The program runs from June 1 through September 25, 2009.
Register between May 18 and May 27, 2009.

How do I get started?

Prior to starting the program, each team member must complete a program registration form available online at [Stepping into Health 2009, Individual Registration](#). Before you can register individually, your team name must be registered online by the team captain at [Stepping into Health 2009, Team Name Registration](#). When you register online, you will be requested to provide your team name. Please enter your team name exactly as your captain has registered it (i.e. "The Bikers" or "Bikers").

I don't have a team. Can I still join?

Absolutely! Complete the online individual registration anyway at [Stepping into Health 2009, Individual Registration](#). The Health Promotions team will make every effort to match you with a team.

How do I record distance?

For ease of administration, we ask that distance be reported in miles. Everyone logs individual miles by stepping (walking, jogging, or running) or bicycling. The team captain compiles and reports total team data monthly. Only team totals are reported, and no individual data will be submitted. The number of team members does not make a difference because data is averaged by the number of participants on the team. Updates can be entered by team captains online at [Stepping into Health 2009, Monthly Update](#).

How and when does my team report distances?

For ease of administration, we ask that distance be reported in miles.

The program will have four recording periods and dates:

- Monday, 6/09 - Friday, 6/26/09 Recording date: Friday, 6/26/09.

- Saturday, 6/27/09 - Friday, 7/31/09. Recording date: Friday, 7/31/09.
- Saturday, 8/1/09 - Friday, 8/28/09 Recording date: Friday, 8/28/09.
- Saturday, 8/29/09 - Friday, 9/25/09 Recording date: Friday, 9/25/09.

On the four recording dates above, the captain collects each team member's miles confidentially for that recording period. He/she compiles total team miles for the period, and submits the total team miles for the period along with the number of team members online at [Stepping into Health 2009, Monthly Update](#).

How are Teams' monthly and final scores calculated?

A-L Health promotions staff will compute average team miles for each period by dividing the total team period miles by the number of team members for that period. Weighted cumulative team miles will be computed by adding each successive period average team miles.

For instance, "The Bikers" record the following miles:

<u>Recording Date</u>	<u>Team Mileage</u>	<u>Average Members</u>	<u>Average Miles</u>	<u>Cumulative Miles</u>
6/29/2009	1256.0	9	139.6	139.6
7/31/2009	1376.0	9	152.9	292.4
8/28/2009	1119.0	8	139.9	432.3
9/25/2009	1275.0	9	141.7	574.0

The Bikers Total Weighted Score at the end of the program is 574.0.

What if I don't have online access to registration or update forms?

Registration and update forms can be faxed or emailed. Contact Carrie Gengo by fax (908-582-8050) or email (carrie.gengo@alcatel-lucent.com) or send email to Paula Darnell at HealthPromotions@alcatel-lucent.com for further information.

Will my team be online?

Yes, team names and total team standings are updated online on a monthly basis. No individual names will be listed.

Why participate?

In addition to a support network to help you attain your health and exercise goals, every participant will receive a *Health Matters* carrying case for your iPod, cell phone, or MP3 player to use while exercising, and a monthly newsletter via e-mail, featuring nutritional and exercise information. The three winning teams for each division will receive a prize and be featured in Newsbreak.



**Stepping into Health
Registration**

Prior to participation in the Stepping into Health program, this registration form must be completed and provided to your team captain for return to Alcatel-Lucent Health Promotions:

Name _____ HRID _____

Office Email Address _____ Office Phone _____

Office Address _____

City _____ State _____ Zip _____

Optional: Home Email Address _____ Home/Cell Phone _____

Team Name _____

Team Captain _____ Captain's Email _____

I wish to participate in the Alcatel-Lucent "Stepping into Health" program which is a voluntary program promoted by Alcatel-Lucent to encourage healthy exercise. I acknowledge that I am an employee of Alcatel-Lucent, or an affiliated company, in the North American Region, and that I am otherwise eligible to participate in the program. I agree that at any time or for any reason if I become ineligible to participate in the program, or if in Health Service's discretion my activity/ies are placing my health at risk, that I may be rendered immediately disqualified from participating in or completing the program.

As part of the program, I understand that I will be required to report my stepping (walking, jogging, or running) or bicycling distance to (a) my team captain, and/or (b) Alcatel-Lucent Health Services. I consent to information about my exercise being shared with such persons, and understand that this information may be inadvertently or unintentionally disclosed to others, but that I nevertheless wish to participate in the program and hold the company and its employees harmless from any inadvertent and/or unintentional disclosure to others. I also consent to my name, and aggregated team information being posted on Alcatel-Lucent internal web sites and being published in other company materials.

I agree to report my individual stepping (walking, jogging, or running) or bicycling distance factually and accurately.

I acknowledge receipt of the Stepping into Health program rules dated 4-15-09 and informational materials promulgated by Health Services with respect to responsible exercise and weight maintenance.

I understand that I am strongly encouraged to consult with my personal physician or health care professional before engaging in this exercise program.

Signature: _____ Date: _____

Individual participants can submit completed registration forms online or can send completed registration forms to Alcatel-Lucent Health Promotions by fax (908-582-8050) or scan them and email them to HealthPromotions@alcatel-lucent.com.

Questions can be directed to A-L Health Promotions at HealthPromotions@alcatel-lucent.com

Stepping into Health
Initial and Monthly Team Miles

Team Captain must fax or email this form to Carrie Gengo (fax: 908-582-8050,
email: carrie.gengo@alcatel-lucent.com or email to Paula Darnell at
HealthPromotions@alcatel-lucent.com within one week of the last recording
date.

Date _____

Recording Dates From _____ To _____

Team Name _____ Team Captain _____

Captain E-mail _____ Captain Phone _____

Number of team members this entire period _____

Total team miles _____

Stepping into Health Resources

The Alcatel-Lucent EmbodyHealth program offered through Mayo Clinic is a rich source of information on a variety of healthy living topics. A few of the most helpful articles and resources for healthy eating, weight loss, and exercise are listed below.

How to Start a Walking Group: Starting a walking group doesn't require much. Simply spread the word and get organized. Soon you'll be walking toward better health.

https://www25.mayoclinicembodyhealth.com/go/docID/SM00062_D

Walking Shoes: Features and fit that keep you moving. Walking shoes have some features other shoes don't. Here's what to look for and how to get the best fit.

https://www25.mayoclinicembodyhealth.com/go/docID/HQ00885_D

Walking for Fitness: How to trim your waistline, improve your health. Walking is a low-impact exercise with numerous health benefits. Here's how to get started.

<https://www25.mayoclinicembodyhealth.com/go/docID/HQ01612>

Bicycle Helmet Do's and Don'ts: A bicycle helmet only works if you wear it correctly. Here's the lowdown on bicycle helmets, from choosing a bicycle helmet to avoiding common helmet mistakes.

<https://www25.mayoclinicembodyhealth.com/go/docID/HQ00324>

5K Run: 7-week training schedule for beginners: Are you thinking about participating in a 5K (kilometer) run? Preparing for a race is a great way to add challenge to your fitness routine. A 5K run is 3.1 miles. To prepare for the run, consider using this 7-week training schedule, created by Olympian Jeff Galloway.

<https://www25.mayoclinicembodyhealth.com/go/docID/SM00061>

Barriers to Fitness: Overcoming common problems: If you don't include physical activity in your daily routine, what's stopping you? Consider common barriers to fitness – and practical strategies for keeping your exercise program on track.

https://www25.mayoclinicembodyhealth.com/go/docID/SM00085_D

Fitness for EveryBody: Here's your personalized approach to fitness! Get a tailored exercise schedule, use the interactive fitness log and sign up for motivational e-mails.

<https://www25.mayoclinicembodyhealth.com/programs/fit/index.cfm>

My Healthy Weight Program: Finally, a way to lose weight safely and keep it off for good. Use interactive tools to customize menus, track your **weight loss** and schedule your physical activity. Learn strategies for weight-loss success, and sign up to receive weekly motivational e-tips to help you overcome the barriers that are keeping you from losing weight.

<https://www25.mayoclinicembodyhealth.com/programs/hwp/index.cfm>

Mayo Clinic diet: A weight-loss program for life: Mayo Clinic diet – a lifestyle program for successful weight loss and improved health.

<https://www25.mayoclinicembodyhealth.com/go/docID/WT00016>

Weight-loss exercise: How do I fit it into my day? Can't fit a 60-minute workout into your day? Divide it into several shorter sessions.

<https://www25.mayoclinicembodyhealth.com/go/docID/AN01841>

Slide show: Portion control for weight loss: Portion control can help ensure that you're eating the right serving sizes.

<https://www25.mayoclinicembodyhealth.com/go/docID/NU00267>

Alcatel-Lucent *Stepping into Health* Program

Captains' Instructions

Thanks for being a *Stepping into Health* team captain. Here is a list of responsibilities and procedures to assist you in captaining your team into the health zone!

- ✓ The program duration is four months, from 6-1-09 through 9-25-09.
- ✓ Registration is May 18 through May 27, 2009.
- ✓ Teams consist of 2-10 members, and can be virtual - members are not required to be collocated.

Choose a team name with your team. Get creative!

Please submit your proposed team name online at [Stepping into Health 2009, Team Name Registration](#). A-L Health Promotions staff will review the name and inform you if the name is not accepted for any reason (some teams may choose duplicate or objectionable names). Please be creative but tasteful in choosing a team name.

Prior to starting the program, each team member must complete and acknowledge a program registration form online at [Stepping into Health 2009, Individual Registration](#). Online registration is encouraged, but forms may be printed from the [Stepping into Health](#) web page and faxed to Carrie Gengo at 908-582-8050 or scanned and emailed to HealthPromotions@alcatel-lucent.com.

Each of your team members will be recording miles that they step (walk, jog, or run) or bicycle during four recording periods:

- ✓ Monday, 6/1/09 - Friday, 6/26/09. Recording date: Friday, 6/26/09.
- ✓ Saturday, 6/27/09 - Friday, 7/31/09. Recording date: Friday, 7/31/09.
- ✓ Saturday, 8/1/09 - Friday, 8/28/09. Recording date: Friday, 8/28/09.
- ✓ Saturday, 8/29/09 - Friday, 9/25/09. Recording date: Friday, 9/25/09.
 - Individual recording should occur from 12:01 AM on the program starting date or on the day after the last recording date, until 11:59 PM on the night before the next recording date. Distance should be reported to the team captain on the recording date. For ease of administration, we ask that distance be reported in miles.

On the four recording dates above, the captain collects each team member's miles confidentially for that recording period. He/she compiles total team miles for the period, and submits the total team miles for that period along with number of team members online at [Stepping into Health 2009, Monthly Update](#).

- ✓ A-L Health promotions staff will compute average team miles for that period by dividing the total team period miles by the number of team members for that period. Weighted cumulative team miles will be computed by adding each successive period average team miles.

For instance, "The Bikers" record the following miles:

Recording Date	Team Mileage	Average Members	Average Miles	Cumulative Miles
6/29/2009	1256.0	9	139.6	139.6

7/31/2009	1376.0	9	152.9	292.4
8/28/2009	1119.0	8	139.9	432.3
9/25/2009	1275.0	9	141.7	574.0

The Bikers Total Weighted Score at the end of the program is 574.0.

- ✓ If a member drops off a team, the captain must notify Carrie Gengo by fax (908-582-8050) or email (carrie.gengo@alcatel-lucent.com) before the next month's recording date so that average team distance can be accurately recorded and processed.
- ✓ If your team records kilometers, please have them convert them to miles for ease of administration. There are several kilometer - mile conversion calculators available on the Web.
- ✓ All incentives for participating or any prizes that a team may win will be shipped to the team captain to distribute to all team members.

Please feel free to email Alcatel-Lucent Health Promotions at HealthPromotions@alcatel-lucent.com with any questions.

Thanks again for being a captain.