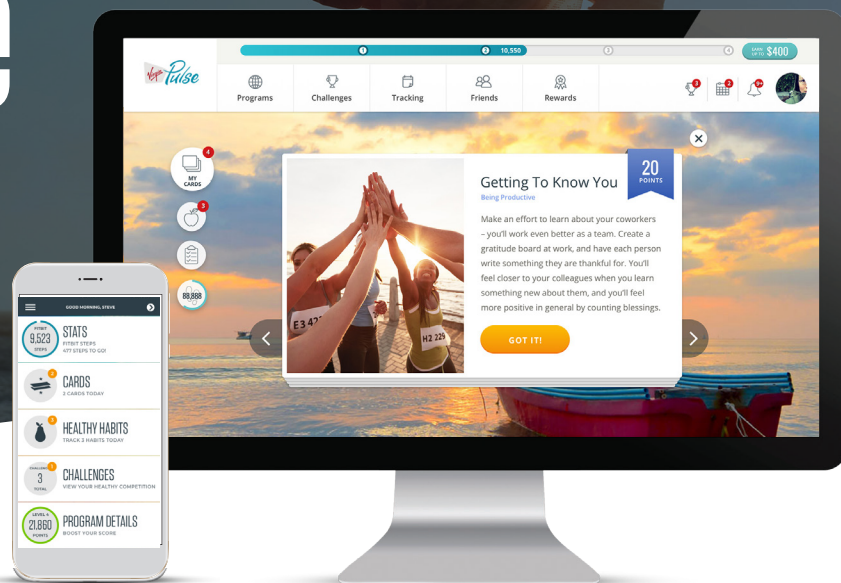


User Guide



Get ready for the Healthy HIGG wellness program. Complete activities and earn!

Higginbotham cares about you and wants to provide the tools and support you need to be healthy and well. The Healthy HIGG program is a vital part of our overall benefits program. Whether your goal is to have more energy, lose weight, manage stress, or improve your diet, the Healthy HIGG program can help you.

By completing your Healthy HIGG requirements each year, you will earn and/or maintain your eligibility for a medical premium discount in the following plan year. In 2023, the medical premium discount is \$70 per month. An additional medical premium discount is available to non-tobacco users, or tobacco users who complete a tobacco cessation program—an additional \$50 per month.

Spousal Incentive!

Spouses who are insured on a Higginbotham medical plan are eligible for an incentive! Insured spouses who complete their online Health Check survey and a Biometric Screening (either with their PCP or through onsite events) by November 30, 2023, will receive \$150 in Pulse Cash! Spouses will need to create their own Virgin Pulse profile to complete their required activities.

Sign up now at join.virginpulse.com/HealthyHIGG
Already a member? Sign in at member.virginpulse.com



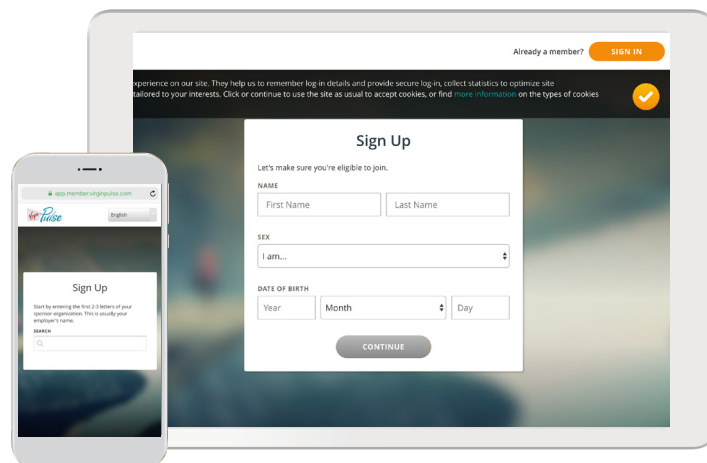
How to get started

Step 1

Sign up for your Virgin Pulse account by going to join.virginpulse.com/HealthyHIGG. (Already a member? Sign in at member.virginpulse.com.) All employees and medically insured spouses are welcome to participate! If you have already registered for Virgin Pulse, you will sign in using your existing username and password.

Step 2

Accept the terms and conditions, and choose your email preferences to get the latest tips and information.



Step 3

Connect a fitness tracker to get credit for your steps, active minutes, and sleep. We sync with many devices and apps. (Max Buzz, Apple Watch, Fitbit, etc.)

Step 4

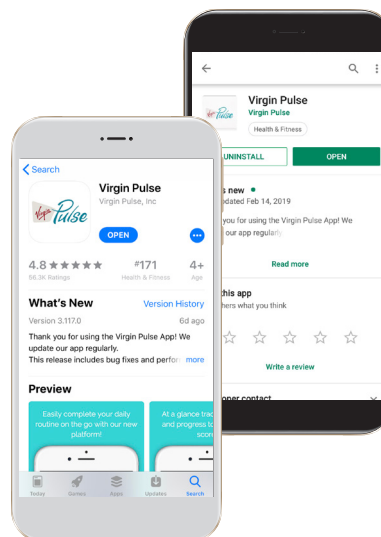
Upload a profile picture and add some friends.

Step 5

Set your interests to get personalized daily tips to help you eat healthy, get active, reduce stress, sleep well, and more!

Step 6

Download the Virgin Pulse mobile app for iOS or Android. Access your account and track your activity anywhere, anytime.





Connect a fitness tracker

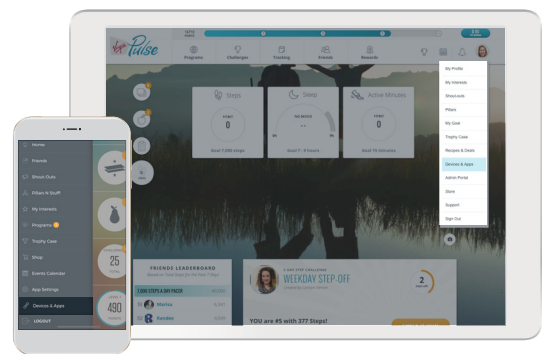
Keep track of how well you’re doing by using a fitness tracker or your mobile phone. Then challenge yourself to take it up a notch!

Don’t have a device?

You can order a fitness tracker in the **Virgin Pulse store** or connect to one of our free, compatible devices and apps to track your daily steps. Check out your options by going to the **Devices & Apps** section.

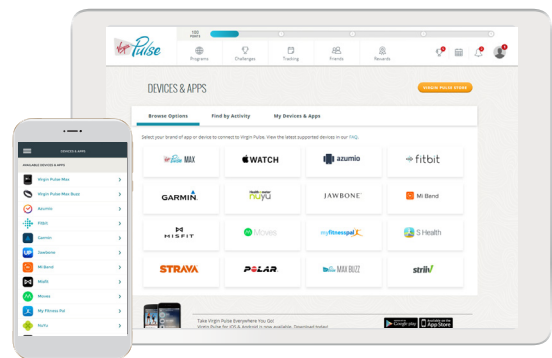
Step 1

Go to **Devices & Apps** in the menu.



Step 2

Choose the device you’d like to connect.

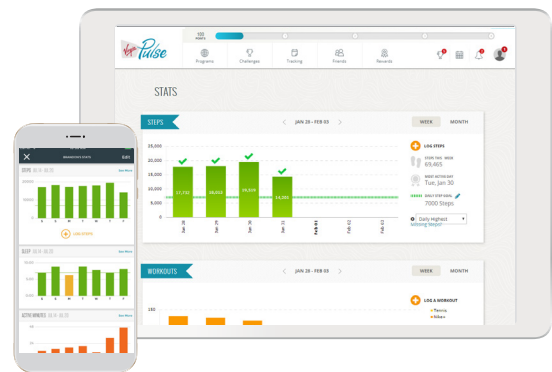


Step 3

Follow a few simple steps. You’ll see instructions right on your screen.

Start stepping

Start getting active and tracking your steps, calories consumed, workouts, and sleep data. Look for small improvements over time and celebrate your accomplishments. Track 10,000 steps or log 30 active minutes 20 days in a month to earn 5 points!



See a clear picture of your health

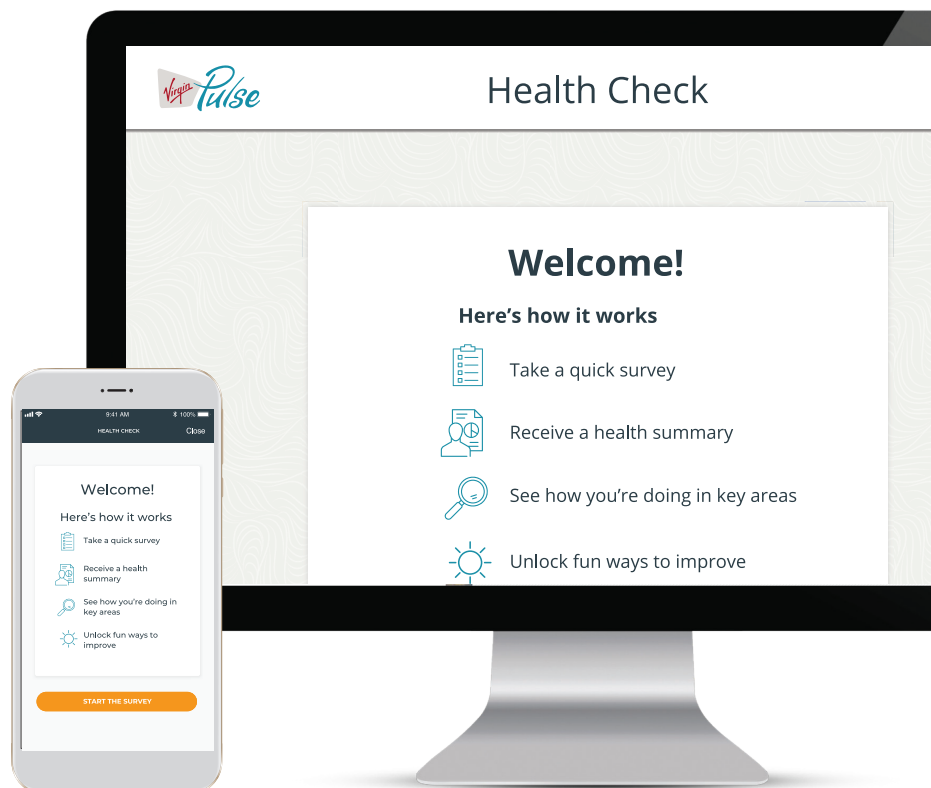
The best place to start is by taking the Health Check survey. This short, confidential survey assesses your health across seven factors, from mental health to fitness. You get a personalized report and recommended actions to take!

Step 1

Go to the **Health** tab.

Step 2

Take the Health Check survey and get a clear snapshot of your health.



Step 3

Biometric screenings will be offered on site at some Higginbotham locations this year. These screenings provide vital information about your overall health. If you are unable to attend a biometric screening event, you may fulfill the screening requirement by visiting your physician. The physician form can be found by clicking the **Benefits** tab > **Biometric Screening**.

If you were hired on or after January 1, 2023, and would like to visit a Quest Patient Service Center for your biometric screening, please visit the **Benefits** tab > **View All** > **New Hires Only: Quest Biometric Screening** to make your appointment.

Check your Virgin Pulse platform online or in the app to view your biometric screening options and results. **Remember, healthy screening results or improvements from the prior year may earn you credit toward the 300 point goal!**

Members can contact support via phone (888-671-9395), chat and email (support@virginpulse.com) from 8 a.m. to 9 p.m. ET, Monday through Friday



Ways to earn points

The Healthy HIGG program is run on a point system. You earn points throughout the year for completing certain program activities. These points allow you to maintain your wellness premium incentive in the following year. Manage all of your program activities and log points in the Virgin Pulse platform. All points must be earned and reported by November 30, 2023.

Do healthy things	Points	Max Points
Health Check Survey*	25	25
Biometric Screening*	50	50
Ideal or Improved Body Mass Index (< 25)	25	25
Ideal or Improved Blood Pressure (Systolic: < 120 mmHg and Diastolic: < 80 mmHg)	25	25
Ideal or Improved Fasting Glucose (< 100 mg/dL) or Non-Fasting Glucose (< 140 mg/dL)	25	25
Ideal or Improved Total Cholesterol (< 200 mg/dL)	25	25
Ideal or Improved Waist Circumference (< 35 in. for females and < 40 in. for males)	25	25
Preventive Care Exams, Screenings and Vaccines	20	100
Nicotine-Free Agreement or a Tobacco Cessation Journey	30	30
Healthy HIGG webinar	20	20
Community events	15	45
Journeys® program	15	60
Monthly Healthy Habit Challenge	5	55
Complete a Destination Challenge	20	40
Take the Kaia Health Self-Assessment	15	15
Complete a Kaia class	5	30
Complete a Wellbeats workout	5	40
Complete the Koa Health Wellbeing Assessment	10	10
Complete a Koa Health activity	5	20
Complete a Koa Health program	10	20
Complete the Enrich Money Personality Quiz**	15	15
Complete the Enrich Financial Wellness Checkup	15	15
Complete an Enrich course	15	15
Track 10,000 steps or 30 active minutes a day for 20 days in a month	5	55
Registration for Virgin Pulse**	10	10
Connect first activity device**	10	10
Add a profile picture**	10	10
First login to mobile app**	10	10
PROGRAM GOAL	300 POINTS	

*Required activity

**Once per lifetime activity

The program goal is to complete the Health Check Survey, Biometric Screening, and other activities to earn a total of 300 points. If you are hired between 6/1/2023 - 9/30/2023, you only need to earn 100 points. The Health Check survey & biometric screening are still required activities. If you are hired on or after 10/1/2023, you will be automatically grandfathered into the Healthy HIGG program. Your wellness requirements will begin in 2024.





Take steps toward better health, and get rewarded

Preventive Care Exams and Screenings

Regular preventive care can help you detect health risks early when you have more treatment options. Preventive care services vary depending on your age, health, family history, and lifestyle, so consult with your physician.

There is a lookback period for all exams to December 1, 2022.

- Annual Physical
- Dental Exam
- Covid-19 Vaccine
- Vision Exam
- Hearing Exam
- Skin Exam
- Mammogram/Breast Exam
- Pap Smear
- Well-Woman Exam
- Prostate Exam
- Colonoscopy
- Prostate Specific Antigen Test (PSA)
- Fecal Occult Blood Test
- Osteoporosis Screening
- Shingles Vaccine
- Pneumonia Vaccine
- Flu Vaccine
- Testicular Exam
- Other Screening

Nicotine-Free Agreement

For a great way to earn quick points, be sure to complete the Nicotine-Free Agreement on the **Profile** page if you avoid nicotine products.

If you use tobacco or nicotine products, then it's never too late to quit. Explore the tobacco-cessation resources available to you if you're ready to cut down, or take the pledge as your first step toward quitting!

Community Events

Participate in a community event or volunteer your time for the organization of your choice! Take part in a charity 5K, volunteer at church, donate blood, coach a little league team, help out at the pet shelter, etc. and self-report your participation to earn credit. If you contribute to Higginbotham's Community Fund, you are welcome to self-report this for one Community Event.

Healthy HIGG Webinar

Join this webinar to learn more about the Healthy HIGG program. This webinar will consist of a review of our comprehensive User Guide, as well as a tour of the Virgin Pulse online portal. A recording of this webinar is available under **Benefits > Healthy HIGG Webinar > Show More**.





Get quick, simple tips

Learn easy-to-do, daily tips to help you get more active, eat well, manage life's ups and downs—and much more with Journeys and partner offerings!

Wellbeats

Stay fit and calm at home. Wellbeats—an easy-to-use fitness and wellbeing benefit—curated their best meditation, yoga, sleep and cardio classes on Apple and Google apps. Wellbeats lets you work out when you want, where you want, the way you want. Includes personalized features, goal-based workout plans, office breaks and more.

Enrich

Need some help managing your money? Start your financial wellness journey with Enrich today. You'll receive a customized financial education and learn how to improve the financial skills that are most important to you. Focus areas include student loans, retirement, healthcare and personal finance.

Koa Health

Your mental wellbeing matters, and taking care of it is more important than ever. Created to support mental wellbeing, the Foundations app from Koa Health includes a library of content grounded in science to help you deal with stress, poor sleep, worry, anxious thoughts, low self-esteem and more.

Journeys®

Better manage a health issue? Now you can use our digital coaching tool, Journeys, to make simple changes to your health, one small step at a time. Complete a whole Journey for 15 points each.

Kaia Health*

Learn to manage pain with this cutting-edge pain management program. Access Kaia and spend just 15 minutes a day on this multimodal program that combines physical exercise, mindfulness and educational exercises to manage musculoskeletal disorders (back or neck pain) in a natural way. Health coaches are available to support you throughout the program.

*Please note that access to Kaia Health is limited to 6 weeks per year.



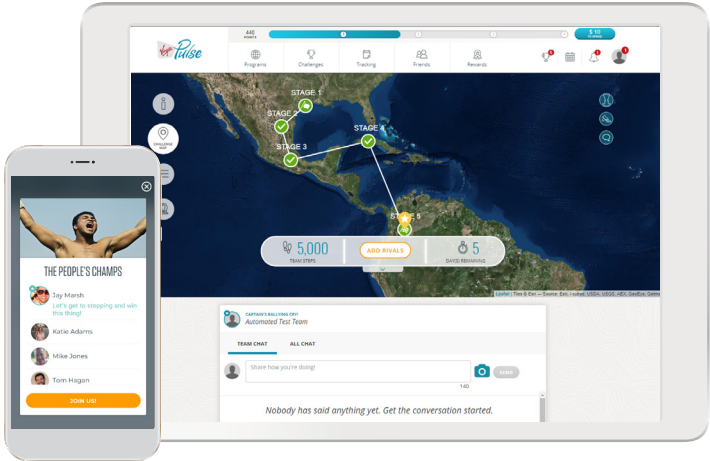


Engage in some healthy competition

Rally your coworkers for the latest company step challenge!
Or gather a small group of coworkers or friends, and challenge one another to start a new healthy habit.

Healthy Habit Challenges

Challenge your coworkers and friends to track a healthy habit for 5 out of 7 days. Use the chat feature to share your strategy for achieving the healthy habit each day. Members can earn 5 points per monthly challenge, for a maximum of 55 points per year by completing the promoted Healthy Habit Challenges.



Challenge Calendar for 2023

Month	Healthy Habit	Thrive Area	Dates
January	TAKE YOUR TIME Did you take your time to eat and be mindful at meals today?	Eating Healthy	Jan 9-15
February	CELEBRATE YOURSELF Did you name one positive quality about yourself related to your culture or background?	Embracing Diversity	Feb 13-19
March	MIND SWEEPER Did you take time to relax your mind before bed?	Sleeping Well	Mar 13-19
April	UNPLUG IT Did you unplug an appliance you're not using today?	Acting Sustainably	Apr 10-16
May	EMOTIONS AND DECISIONS Did you notice how your emotions affected your decisions?	Find Emotional Balance	May 8-14
June	REWIRE STEREOTYPES Did you mentally challenge a stereotype you thought about today?	Diversity, Equity & Inclusion	Jun 12-18
July	FIT IN STRENGTH Did you do some strength exercises today?	Getting Active	July 10-16
August	SMART SCALE Did you practice using the hunger scale today?	Eating Healthy	Aug 7-13
September	CONNECT THROUGH EMPATHY Did you invoke empathy during one interaction today?	Diversity, Equity & Inclusion	Sept 11-17
October	CHECKING IN Did you stop and notice your emotions without judgment?	Find Emotional Balance	Oct 9-15
November	POWER FOR GOOD Did you speak positively of someone with less privilege or power than you today?	Diversity, Equity & Inclusion	Nov 13-19
December	ORGANIZE YOUR FINANCES Did you do one thing today to keep your finances organized?	Managing My Finances	Dec 11-17





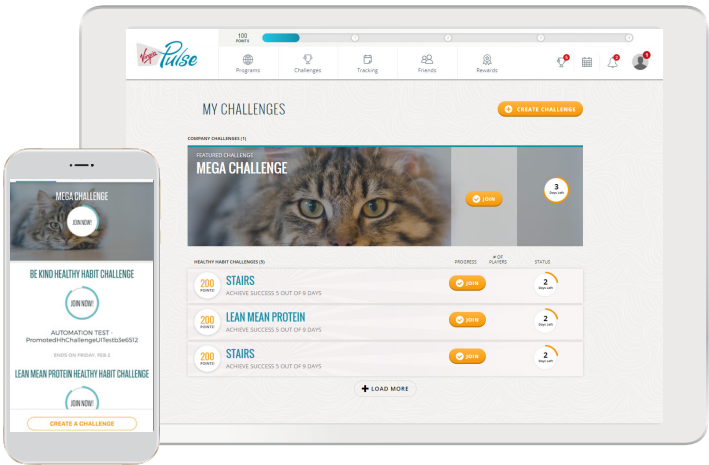
Engage in some healthy competition continued

Destination Challenges

Participate in two, 4-week step challenges this year: U.S. National Parks in the spring, and Mindful Exploration in the fall.

Join a team of 5 Higginbotham employees and start stepping to collectively reach the final destination. Make sure your team reaches the final destination to earn 20 points!

Pulse Cash can be used to purchase merchandise or swapped for the gift card of your choice in the Virgin Pulse store.



Experience the rewards of being the best version of you

When you make small changes every day to your wellbeing, you'll feel healthier, happier, and more energetic.

Rewards

Earn points for the healthy activities you do!

Higginbotham's mission is to promote, protect, and enhance the quality of life for our family of employees through the implementation of Healthy HIGG. With the effective use of leadership, accountability and support, Higginbotham actively encourages self-awareness and promotes an atmosphere of wellbeing in order to be the best company for employees.



Do
Healthy Things



Earn
Points



Celebrate
Success

If you have a health factor that makes it unreasonably difficult or medically inadvisable for you to achieve the requirements of this program to qualify for the incentive/s, please contact Human Resources and we will work with you and/or your physician to develop an alternative. The purpose of this program is to promote health and prevent disease by alerting Higginbotham employees to potential health risks. This program is confidential and HIPAA compliant. Protected Health Information (PHI) will only be collected in aggregate form in order to design programs for the purpose of addressing Higginbotham's overall risk/s. Any information shared will not be disclosed except in accordance with HIPAA laws.

Have questions? We're here to help.

Check out support.virginpulse.com

Live chat on member.virginpulse.com

Monday - Friday 2:00 am to 9:00 pm EST

Not sure if you can fully participate in this program because of a disability or medical condition? Check out our support page for answers at support.virginpulse.com.

Already a member? Log in at member.virginpulse.com

Give us a call:

(888) 671-9395

Monday - Friday

8:00 am to 9:00 pm EST

Send us an email:

support@virginpulse.com

