



MHFC Partner Certification - Supporting Documentation Checklist

Items within the MHFC Partnership Certification application that have an (*) ahead of the question must have documentation to show how the metric is accomplished. Documentation can be an excerpt from the employee manual, policy, formal correspondence (email), photos, etc. and can be submitted as PDF, Word, JPEG, PNG, TIFF, or other.

Submit all documentation files or shared drive (i.e. Google Drive) to: info@mhfaustin.org

Section: Tobacco-Free Living	Submitted
1) Tobacco-free worksite policy	<input type="checkbox"/>
2) Tobacco-free worksite policy signage	<input type="checkbox"/>
3) Tobacco-free policy that includes company-owned or company-leased vehicles regardless of their location	<input type="checkbox"/>
4) Do something else to educate employees, and to promote and encourage tobacco avoidance and tobacco cessation	<input type="checkbox"/>
Section: Physical Activity	
5) Sponsor on-going contests or competitions, recognizing departments or teams that win (i.e. contest announcement, promotional flier, etc.)	<input type="checkbox"/>
Section: Nutrition	
6) Policy or formal communication that makes healthier food and beverage choices available in cafeterias, snack bars, or vending machines	<input type="checkbox"/>
7) Policy or formal communication that makes healthier food and beverage choices available at meetings	<input type="checkbox"/>
8) Identify healthier food and beverage choices in vending machines, snack bars, or cafeterias with signs or symbols	<input type="checkbox"/>
Section: Health Education & Preventive Services	
9) Series of educational seminars, workshops, or classes on preventing and controlling high cholesterol, diabetes, high blood pressure, depression, weight management, cancer, heart attack, stroke, etc. (i.e. seminar announcement, promotional flier, etc.)	<input type="checkbox"/>
10) Stress management, work-life balance, or other life-skills programs offered	<input type="checkbox"/>
11) Do something else to educate employees and to promote/encourage health education and preventive services	<input type="checkbox"/>