

# Your guide to our wellness benefit

Supporting our people to be at their best

## What

Our wellness benefit of up to \$500 per year will go a long way towards helping you maintain a healthy lifestyle. We encourage our people to take active measures to maintain their health and wellbeing.

## Who

The \$500 wellness benefit is available to all permanent and fixed-term (12 months or more) employees, each financial year of service (July – June).

It is your responsibility to ensure that any chosen health or service provider is appropriately trained and uses safe practices and equipment. Ensure that the health, wellbeing and fitness activity or service you have chosen is safe for you. Consult your doctor if you have any questions about your health and the programme you are considering.

## How

Complete the Wellness Claim Form on the Vault, and send it to [xxxxxxx@xxxx.xxxx.xx](mailto:xxxxxxx@xxxx.xxxx.xx) along with your GST receipt. Remember, any receipts that include a name (such as memberships, medical visits, purchases made online) will need to be made out in your name.

Claims are paid out in the fortnightly pay after the reimbursement has been approved. They must be submitted by COB Wednesday prior to a pay week to be included in the next pay cycle.

The Bank will gross up claims for PAYE deductions (e.g. income tax) to deliver the net amount claimed. There are some exceptions where the net amount claimed will be subject to some specific deductions, e.g. if you have a student loan then the standard student loan deduction will be applied.

The Wellness claim year ends early in June to ensure all reimbursements are made prior to our financial year end. The cut-off date will be notified to all employees around this time.

## What can I claim?

We recognise that wellness is different for everyone, it's about you feeling you're able to be your best. We will reimburse up to \$500 for any items and services that have a clear linkage to your wellbeing.

The list below is intended as a guide, but is not an exhaustive list. If you have queries about anything not listed here you can contact [xxxxxxx@xxxx.xxxx.xx](mailto:xxxxxxx@xxxx.xxxx.xx).

Approved activities and services	Not included
<p>Fitness &amp; Recreation Memberships, passes and purchase of:</p> <ul style="list-style-type: none"> <li>• Gyms and sport clubs</li> <li>• Sports facilities, including swimming pools, tennis or squash courts, etc.</li> <li>• Sports club memberships such as golf, tennis, netball, soccer, bowls, etc.</li> <li>• Classes providing regular physical activity such as yoga, pilates, dancing, martial arts, aqua aerobics etc.</li> <li>• Season passes providing regular physical activity such as skiing and snowboarding</li> <li>• Purchase or rental of sports equipment such as treadmills, rowing machines, boxing gear, yoga mats, swiss balls, bicycles, clubs and rackets, and auxiliary equipment such as golf balls and hiking poles</li> <li>• Sports clothing and footwear, including items such as running shorts, running shoes, outdoor jackets, active swimwear</li> <li>• Safety gear such as bicycle helmets and safety lights</li> </ul>	<ul style="list-style-type: none"> <li>• Tools</li> <li>• Casual footwear, i.e.: streetwear such as Chuck Taylors</li> <li>• Clothing not related to regular physical activity such as beachwear, non-prescription sunglasses, and casual jackets and coats</li> <li>• DVDs or gaming consoles and video games</li> <li>• Items purchased without a GST receipt, i.e. from Trade Me, Facebook Marketplace, etc</li> </ul>

Approved activities and services	Not included
<p>Primary Health Care and Registered Therapists Includes visits to and treatment from:</p> <ul style="list-style-type: none"> <li>• GP – includes regular visits to your GP or practice nurse and an annual medical check-up</li> <li>• Dentist – includes check-ups, cleans, routine x-rays and treatment by a dentist or hygienist</li> <li>• Optometrist – includes eye sight tests, prescription lenses or contact lenses (claims for new prescription lenses are limited to one per year, including two for one deals), prescription frames</li> <li>• Audiologist – includes hearing tests. If a hearing test determines a hearing aid is required, initial purchase cost can be claimed</li> <li>• Dermatologists or Molemaps – initial and repeat assessments with Molemap New Zealand or other dermatologists (for skin checks)</li> <li>• Physiotherapist</li> <li>• Chiropractor</li> <li>• Podiatrist</li> <li>• Osteopath</li> <li>• Acupuncturist</li> </ul>	<ul style="list-style-type: none"> <li>• Treatment and/or rehabilitation already paid for by ACC cannot be claimed, however you can claim any difference in costs</li> <li>• Cosmetic lenses are not claimable</li> <li>• Surgery or cosmetic treatments are not covered</li> <li>• Supplements or medicines, purchased from or prescribed by a service provider are not covered</li> </ul>

Approved activities and services	Not included
<p>General Wellbeing Includes visits to or participation in programmes with:</p> <ul style="list-style-type: none"> <li>• Registered counsellor</li> <li>• Registered dietician</li> <li>• Registered nutritionist</li> <li>• Weight management programmes</li> <li>• Registered therapeutic massage therapist</li> </ul>	

## Frequently asked questions

1. If I started mid-year or work flexibly, is my \$500 wellness benefit allocated pro-rata?

No. As long as you are a permanent or fixed-term (12 months or more) employee you can claim the full \$500 between 1 July – early June regardless of how many months you are at the Bank in that year or your hours.

2. If I do not claim my \$500 within the financial year, does it roll over to the next year?

No. the \$500 is only available for the financial year, any unclaimed portion is lost. So use it or lose it!

3. Can I submit multiple claims over the year?

Yes. You do not have to claim the full \$500 in one go. However, to make processing easier for our support teams we ask that you try to limit claims to two in a year if possible.

4. Can I supply a bank statement if I do not have a GST receipt?

No. The Bank requires a GST receipt for all claims. This may mean any purchase you make through sites like Trade Me or Facebook Marketplace may not be reimbursable as it's likely you won't get a GST receipt.

## APPENDIX 1 – Resources

- Wellness Benefits – The Vault

<http://thevault/WorkingHere/HealthAndWellbeing/Pages/HealthAndFitness.aspx>

- Molemap New Zealand

<https://www.molemap.co.nz>