



Well-Being Excellence™ Manual Clarification

Addendum 1 Issued: December 1, 2024

The following information serves as an update to the 2025 Well-Being Excellence™ (WBE) Manual. The 2025 WBE Abbreviated Application Manual has undergone positive enhancements. During the application, preparation, and document submission, please refer to the “Revised Wording” column to replace what is printed in outdated versions of the manual. The most current 2025 WBE Application Manual reflect the revisions below.

Page Number & Edit Type	Original Wording 2025 Application Manual Version 1	Revised Wording 2025 Abbreviated Application Manual Version 2
Well-Being Excellence Foundational Elements (FE)		
Abbreviated manual pg. 8 The (2) portion was revised for clarity.	FE-1 Provide documented evidence: 1) Employee well-being is part of the organizational strategic plan , and 2) The strategic plan is assessed at regular intervals with assessment results used to develop actions to improve workforce well-being.	FE-1 Provide documented evidence: 1) Employee well-being is part of the organizational strategic plan , and 2) Employee well-being is assessed at regular intervals with assessment results used to develop an action plan to improve workforce well-being.
Abbreviated manual pg. 9 Clarified the employees that must be involved.	FE-12 Provide documented evidence: Employees are involved in the selection, planning and evaluation of technologies to improve work efficiency and quality.	FE-12 Provide documented evidence: When new technologies are needed to improve work efficiency and quality, the employees who will be using the technology are actively involved in its selection, planning and evaluation.
Well-Being Excellence Advanced Elements (AE)		
Abbreviated manual pgs.10-11	With Distinction Elements (WDE)	Advanced Elements (AE)