

LOWER SIOUX INDIAN COMMUNITY

EMPLOYEE WELLNESS RESOURCE GUIDE

- Advisory Team
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UPDATED 2024 VERSION

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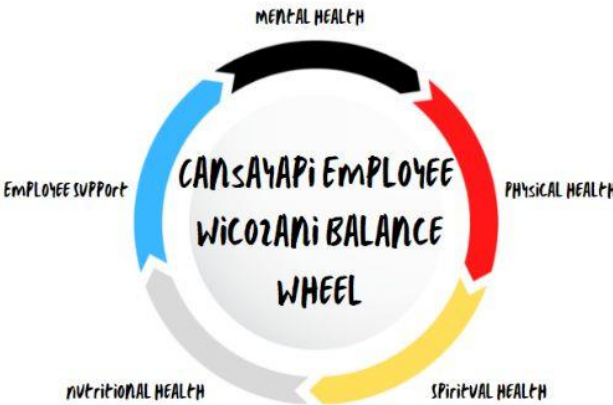
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BACKGROUND

The Cansayapi, Lower Sioux Indian Community, Employee Wellness initiative began in 2016 with the onboarding of a Healthy Generations Project Coordinator housed within the Community Health department and funded through the Blue Cross Blue Shield Health POWER grant period. The main goal of the project was to “break down barriers and increase supports for healthy behaviors at Lower Sioux”. Surveys and focus groups were held to gauge employee needs and wants. With Tribal Council support, a wellness program was introduced, an advisory team was enacted, and employee related policies were reinforced.

WICOZANI

Wicozani, or whole-health, is a balance of wellness – physical, mental, spiritual, emotional, and all life elements. It is a living journey a person must continue to work towards.



EMPLOYEE WELLNESS ADVISORY TEAM

VISION

The Lower Sioux Employee Wellness Advisory Team aims to build a healthier and happier work culture by investing in the long-term wellbeing of all Lower Sioux Indian Community (LSIC) employees, through a supportive wellness initiative within the Lower Sioux work environment.

GOALS

1. The Team will support all areas of wellness, including physical, mental, nutritional, spiritual health, and professional development.
2. The Team will do their best to accommodate all employees and consider age, gender identity, abilities, logistics, health disparities, and culture when completing tasks.
3. The Team will host a minimum of 1 monthly activity; resources will be provided by request to the best of the ability of the team for those unable to attend in person.
4. The Team will actively research funding opportunities for future employee wellness initiative projects.
5. The Team will be guided by the Healthy Generations Project Coordinator.

ENROLLMENT

The Lower Sioux Employee Advisory Team is comprised of Lower Sioux Indian Community (LSIC) employees that show interest and share dedication to fulfilling the vision and goals for the overall organization. All members sign up voluntarily, however, each Lower Sioux department is highly encouraged to show representation and participation to fully encompass the unique work culture of the Lower Sioux.

Quarterly announcements for meeting space will be sent out in January, April, July, and October yearly.

One (1) Tribal Council Representative will be designated (per Tribal Council) to oversee the actions of the Lower Sioux Employee Advisory Team and programming.

WAGES AND HOURS

Team members will meet for a maximum of one (1) hour quarterly. All meeting information can be requested by contacting the Healthy Generations Project Coordinator. The meeting will be honored as an employee related meeting or training session; therefore, Team members will remain clocked in during the designated meeting. No additional compensation will be given.

DUTIES

1. Team Member will actively participate in personal healthy lifestyle ways and honor employee related polices while at work.
2. Team Member will show commitment to the vision and goals of the committee through participation, engagement, promotion, and role-modeling during programming and daily work tasks.
3. Team Member is highly encouraged to consistently attend all scheduled meetings and program activities. If Team Member is unable to attend, communication with the Healthy Generations Project Coordinator is highly recommended to remain up to date and knowledgeable about program and team work.
4. If an LSIC employee is abusing the meeting time and/or program activity time in any way that disrupts daily work, Tribal Council and Human Resources reserves the right to investigate the employee's conduct.

EMPLOYEE WELLNESS PROGRAM

GOALS

1. Share wellness education and resources with LSIC employees to highly the importance of positive lifestyle behaviors and strategies for disease prevention.
2. Promote workplace policies and an environment that supports employee wellness.
3. Provide unique program opportunities so that each individual employee can find a way to connect.
4. Create an open and trusting platform to gather employee feedback of wellness programing and policies so that employee needs and interests are being supported.

Element	Objective
MENTAL HEALTH	Increase supportive services and resources for employees to lessen the impact of mental health disorders and other mental health conditions, including stress and anxiety.
PHYSICAL HEALTH	Increase physical activity opportunities for employees to participate in during work hours.
SPIRITUAL HEALTH	Increase access to and knowledge of traditional medicines and cultural practices for employees while being mindful of all cultures and beliefs.
NUTRITIONAL HEALTH	Increase access to and knowledge of traditional and healthier foods and beverages for employees.
PROFESSIONAL DEVELOPMENT	Increase employee productivity by offering wellness related trainings and other opportunities.

IMPLEMENTATION

Program will be planned and implemented by the Healthy Generations Project Coordinator, Employee Wellness Team, Human Resources department, and Tribal Council Representative.

SUPPLIES & EQUIPMENT

Supplies and equipment needed for programming will be determined by the Healthy Generations Project Coordinator, Employee Wellness Team, Human Resources department, and Tribal Council Representative. Funding will be provided, when appropriate, through employees grant funding areas.

SCOPE

The program will be designed with all employees in mind, considering age, gender identity, abilities, logistics, health disparities, and culture.

LEGALITY OF PROGRAM

Attendance information will be taken during every activity to submit for grant purposes and may be requested to validate employee time.

Participation in any program, activity, team meeting is all voluntary.

All incentives are given freely to Lower Sioux employees on a first come first serve basis to those actively participating.

At any time, the program may be altered, stopped, or discontinued per the request of Tribal Council quorum.

The Lower Sioux Indian Community in the State of Minnesota is not responsible or can be held accountable for any injury sustained during programming. Individual waivers will be signed by employees before participation begins, depending on the type of activity. All participants are encouraged to speak with their health care provider before beginning any activity.

Honoring Little Crow With Healthy and Indigenous Foods Policy

XXII. HEALTHY AND INDIGENOUS FOODS FOR TRIBALLY SPONSORED MEETINGS, GATHERINGS AND EVENTS

All LSIC offices, departments and agencies should make every effort to: provide nutritious options such as fresh fruits and vegetables, whole grain products, low-fat dairy products, lean meats, fish and foods low in salt, sugar, and saturated fats when purchasing food for or serving food at Tribally sponsored meetings, gatherings, programs and events; to purchase and serve Indigenous food (when available) as a first choice when ordering food for or serving food at Tribally sponsored meetings, gatherings, programs and events; to purchase food from local food producers, suppliers, vendors and products (when available) as a first choice when purchasing food for Tribally sponsored meetings, gatherings, programs and events. In addition, all LSIC officers, departments and agencies should make every effort to follow the healthier food guidelines listed below when purchasing food for or arranging for the provision of food for Tribally sponsored meetings, gatherings, programs and events:

- a. Follow the recommended serving and plate sizes, according to current evidence-based nutritional guidelines, using LSIC Healthy and Indigenous Foods Guidelines and Checklist for Tribally Sponsored Meetings, Gatherings and Events developed and approved by the LSIC Health and Human Services Department Director (see guidelines attached).
- b. All packaged foods and beverages must contain 0 grams of trans fat per package, as labelled. Whenever possible, foods that do not contain any hydrogenated or partially hydrogenated oils (as listed on the food package label) should be provided.
- c. Unhealthy options should be avoided as much as possible. Unhealthy items include foods that are highly processed, and which typically are high in saturated fat, salt and added sugars or other sweeteners, and often contain artificial ingredients.
- d. Candies (candy bars, suckers, hard candies, jellies, etc.) should rarely, if ever, be purchased with LSIC government funds.

The following standards should also be applied to beverages purchased for, provided at or accepted for donation for Tribally sponsored meetings, gatherings, programs and events:

- a. Provide healthy beverage options, including water without added sweeteners; unsweetened coffee and teas; and low fat or non-fat milks.
- b. Provide lactose free or dairy free options for those who cannot consume lactose or dairy products (lactose free milk, soy milk, almond milk, etc.).
- c. Avoid dairy and dairy alternative products that have added sugars or flavors.
- d. Avoid large serving sizes for 100% fruit juice options (American Dietary Guidelines recommend no more than 4 ounces per day).
- e. LSIC government funds shall not be used to purchase sugar-sweetened beverages.

This policy does not apply to food served or sold at individual or community member sponsored events. However, when LSIC facilities are rented or made available for

individual or community member sponsored events, a copy of this policy should be provided to the person renting or using the space and they should be encouraged to follow the policy as much as they can.

- a. In addition, organizers of these events should be asked to pledge as part of the rental or use agreement that 50% of the beverage options they will provide will be healthy beverages, which could include water without added sweeteners; unsweetened coffee and teas; and low fat or non-fat milks and milk alternatives without added sweeteners or flavors, and small portions of 100% fruit or vegetable juices (4 ounces).

All LSIC employees are encouraged to follow this policy as much as possible for work-related meetings, but this policy does not apply to food that employees bring from home or otherwise personally provide to share during workplace celebrations, potlucks and similar meetings.

The Lower Sioux Indian Community Director of Community Health and Directors of each department are responsible for notifying new and current employees about this policy and for monitoring compliance with the policy. Employees who are responsible for purchasing food and beverages for Tribally sponsored meetings, gatherings, programs or other events should consult with the LSIC Registered Dietitian, the Director of Community Health, and/or the resource called "Ordering Nutritious and Indigenous Foods - Guidelines and Checklist" (available from the previously mentioned staff and the American Indian Cancer Foundation) for assistance and guidance in choosing items that comply with this policy. The Director of Lower Sioux Community Health has approved the guidelines to support employees in implementing this policy successfully.

The success of this policy depends on the consideration and cooperation of all. Enforcement of the policy is a shared responsibility of the community members and employees of the Lower Sioux Indian Community.

DEFINITIONS:

- Indigenous Foods: Foods and beverages from pre-colonization times that are or have been part of the traditional or Indigenous diet and food ways of the LSIC people. For examples and ideas, please consult with the LSIC Registered Dietician, the Director of Community Health and/or the resource called "Ordering Nutritious and Indigenous Foods - Guidelines and Checklist" (available from the previously mentioned staff and the American Indian Cancer Foundation).
- Local Food: Food that is transported less than 100 miles from the place it was grown, raised, harvested or processed.
- Healthy Options: Water without added sweeteners of any kind; fresh or

minimally processed fruits and vegetables; whole grains; lean proteins; lightly salted or unsalted nuts; low or non-fat dairy or dairy substitutes; and unprocessed or minimally processed foods (in other words, foods that have little or no added sugar, salt or fat).

- Sugar Sweetened Beverages: All beverages that are sweetened with various forms of sugar that adds calories—in other words, beverages that have added caloric sweeteners, including but not limited to beverages commonly referred to as soda, pop, cola, soft drinks, sports drinks, energy drinks, slushies, punches, lemonade and other ades, juice cocktails, sweetened ice teas and coffees, and other drinks with added caloric sweeteners including but not limited to juice with added caloric sweeteners, flavored water with added caloric sweeteners, milks with added caloric sweeteners, and non-alcoholic mix beverages that may or may not be mixed with alcohol.
- Tribally Sponsored Meetings, Gatherings Programs and Events: Program activities, meetings, dinners and other events, whether attended by LSIC employees only or by members of the public, that are funded, organized and/or otherwise supported by departments or agencies of the LSIC tribal government.
- Individual or Community Member Sponsored Events: Fundraisers, gatherings and other events held on property or facilities owned, operated or rented by the Lower Sioux Indian Community, and which are funded, organized and/or supported by private individuals, community members and/or families.

Full copy of policy and resolution can be requested by contacting Human Resources.

Honoring Cansasa for Healthy Generations Policy

IV. POLICY

1. Harmful, non-ceremonial use of commercial tobacco use of any kind, including electronic cigarettes or devices shall be prohibited within and outside of the Lower Sioux Healthcare Center grounds.
2. Harmful, non-ceremonial use of commercial tobacco of any kind, including electronic cigarettes or devices shall be prohibited within the Lower Sioux Indian Community designated outdoor recreational areas outlined in this policy. No person shall use any form of commercial tobacco at or on the lacrosse field, playground or basketball court area owned by the Lower Sioux Indian Community.
3. Harmful, non-ceremonial use of commercial tobacco of any kind, including electronic cigarettes or devices shall be prohibited at any location where non-commercial community sponsored events are organized by the Lower Sioux Indian Community, unless in a designated area.
4. Harmful, non-ceremonial use of commercial tobacco of any kind, including electronic cigarettes or devices shall be prohibited within 50 feet of the Lower Sioux Government Center and all outdoor areas within 50 feet of entrances, exits and windows, unless in a designated area.
5. Harmful, non-ceremonial use of commercial tobacco of any kind, including electronic cigarettes or devices shall be prohibited within 50 feet of any future development of non-commercial community, public and tribal buildings in the Lower Sioux Indian Community, unless in a designated area.
6. Traditional medicines such as Cansasa, sage, sweetgrass, and cedar for prayer, ceremony and memorial are always allowed, promoted and supported anywhere within the Lower Sioux Indian Community.

V. ENFORCEMENT

1. This policy will be included in the Employee Personnel Handbook. Any employee who violates this policy shall be subject to corrective action. The employee's immediate supervisor is responsible for enforcing the policy taking progressive corrective measures for violations, and/or referring the employee to a commercial tobacco cessation program, as appropriate.

Full copy of policy and resolution can be requested by contacting Human Resources.



● Employee Approved Smoking Areas

All other areas of the **Government Center, Recreation Center, and Wicoicage Oti** property fall under the policy of zero commercial tobacco, vapes, e-cigarettes, and recreational marijuana.

Lower Sioux Health Care Center and Community Health offices are protected under the zero commercial tobacco, vapes, e-cigarettes, and recreational marijuana policy. There are NO approved smoking areas. Cigarette receptacles are placed on sidewalks to practice environmentally friendly disposing of hazardous smoking products.



Human Services/Family Services



- Employee Approved Smoking Areas
(commercial tobacco, vapes, and
e-cigarettes)

Woniya Kini Behavioral Services



- Employee Approved Smoking Areas
(commercial tobacco, vapes, and
e-cigarettes)

Maintenance, Roads, Office of Environment, Office Building



- Employee Approved Smoking Areas (commercial tobacco, vapes, and e-cigarettes)

**Lower Sioux Head Start
Early Head Start
Cansayapi Wakanyeza Owayawa Oti**



Not shown in picture:

Additional parking available in 2nd row south from building. Smoking is approved in this row and beyond.


- **Employee Approved Smoking Areas (commercial tobacco, vapes, and e-cigarettes)**

Cansayapi Food Pantry and Resource Hub



Not shown in picture:
Additional parking available ●
near water tower. Smoking approved
on this side of the street.

● **Employee Approved Smoking Areas
(commercial tobacco, vapes, and
e-cigarettes)**

 <p>POLICY & PROCEDURE:</p>	<p>HONORING FIRST MEDICINES: LACTATION SUPPORT IN THE WORKPLACE</p>
<p>Original Effective Date: 12/29/2023</p>	<p>Department: All Departments</p>
<p>Pages: 4</p>	

I. POLICY

1. The Lower Sioux Indian Community in the State of Minnesota (“Community”) is committed to improving the health and wellbeing of all tribal members and employees, to promote a healthy environment, and has an obligation to enact policies that promote health and wellness, honor culture and tradition, and protect members and employees from harm.
2. Dakota people have a special relationship with breastfeeding as the first medicine and food our children are given after coming Earth side (being birthed).
3. Exclusively and partially breastfeeding an infant reduces the risk of sudden infant death syndrome (SIDS).
4. Human milk contains antibodies that protect babies from illness and reduces the risk of obesity, diabetes, and cancers.
5. Breastfeeding has many health benefits for mothers including lowering the rates of diabetes, cancers, heart disease, high cholesterol, hypertension, osteoporosis, and promoting emotional health, and reducing the risk of postpartum depression.
6. The Lower Sioux Employee Advisory Committee and the Healthy Generations Project Coordinator have been working to engage employees through the Employee Wellness Program by raising awareness of health and wellbeing in the workplace across the five focus areas of health including physical, nutritional, spiritual, mental, and professional development. This policy supports the overall health of the Community’s lactating employees, the health of the lactating employee’s children, and the health of the future generations of the Community.
7. The Community’s entire workplace benefits by prioritizing the health and wellness of lactating employees.

II. DEFINITIONS

Employee	As defined in the latest Lower Sioux Employee Handbook.
Breastfeeding	Feeding human milk to an infant or child directly from the breast.
Lactation or Lactating	Secreting human milk from the mammary glands.
Milk Expression or Expressing Milk	Removing milk from the breast, not by direct infant contact.
Mother's Room or Wellness Room	A safe, clean, and welcoming space dedicated to breastfeeding and lactating parents to express milk.
Nursing	Feeding human milk to an infant or child directly from the breast.
Pumping	Using an electric or manual device to remove human milk from the breast.

III. AUTHORITIES AND REFERENCES

- <https://www.publichealthlawcenter.org/topics/food-justice/breastfeeding>
- https://www.glitc.org/2020/wp-content/uploads/2020/07/Breastfeeding-Toolkit-for-the-American-Indian-Worksite_web.pdf
- <https://www.publichealthlawcenter.org/sites/default/files/resources/Gifts-Across-Generations.pdf>
- <https://www.publichealthlawcenter.org/webinar/breastfeeding-expressing-human-milk-work>

IV. OPERATING PROTOCOL

- A. The Community encourages and supports employees to share Creator's first intended food and medicine with their child(ren) by offering time and space to fulfil lactating needs while working.
- B. The Community will allow flexible schedules and a reasonable number of breaks for milk expression, while acknowledging the frequency and duration of time necessary may vary and depend on the needs of the individual employee.
 1. Time to travel to or from a provided Mother's Room or Wellness Space that is not in close proximity to the employee's workspace is considered work time and the employee will not be required to make up time.

2. Employees who wish to express milk during the work day must keep their supervisors/directors informed of their needs.
 3. Flexible schedules and a reasonable number of breaks may be in addition to "paid break times" as listed in the Lower Sioux Employee Handbook but must be communicated with the employee's supervisor/director.
- C. The Community will provide appropriate lactation space that includes:
1. Privacy, shielded from view, securely locks, and free from intrusion by coworkers or the public
 2. An electrical outlet
 3. A comfortable chair
 4. Table or surface to support equipment and supplies
 5. Refrigerator, or be located near a refrigerator (If not applicable, employee can contact Healthy Generations Project Coordinator to secure equipment)
 - a. Lactating employees utilizing refrigerators on Lower Sioux properties assume all responsibility for the safety of the human milk and the risk of harm, including improper storage, refrigeration malfunctioning, and tampering. Lactating employees are required to label appropriate milk storage containers, clean up, and dispose of toxic materials.
 - b. Have or be located near a place to wash hands and clean pump equipment.

V. SUPPORT AND ENFORCEMENT

A. Space

1. Employees are to contact their Director, Human Services Director, or Healthy Generations Healthy Project Coordinator to confirm space locations.

B. Supports. Employees may seek additional education and resources regarding breastfeeding and lactation in the workplace by contacting the following individuals:

1. Human Resources Coordinator
2. Healthy Generations Project Coordinator, overseeing the Lower Sioux Employee Wellness Program and Advisory Committee
3. Lactation Counselors – Contact CWOO, Community Health, or Family Services
4. Community Health Nurse

C. Enforcement

1. All staff of the Lower Sioux Indian Community will be advised of the Policy at time of hiring and can be reminded as the Advisory Committee or Human Services sees fit.
2. If an employee has grievances within the boundaries of this policy, each individual should contact their supervisor or director. If the complaint involves an employee's supervisor or director, the employee should contact the HR Coordinator. If the complaint involves the HR Coordinator, then the employee should contact a Community Council member. The grievance reviewer shall provide a written response of the decision within five (5) calendar days. Examples of conduct that could be worthy of a grievance include, but are not limited to: disapproving comments; criticism; jokes and ridicule resulting in embarrassment; tampering with or theft of milk expression equipment or milk; alterations of schedule to purposely hinder break times intended for milk expression; and/or issues pertaining to Mother's Room or Wellness Room.

VI. REVISION HISTORY

Date	Reviewed/Revised By:	Reason for Change
12/2023	KB/Health Dep't	Policy & Procedure Creation
		<Review or Revision>

VII. RESOLUTION HISTORY

Resolution #	Resolution Date
23- 260	12/29/2023

RESOURCES

Community Programming

Lower Sioux Community Health ext. 8946

Recreation Center/Youth Department ext. 8612

Wicoicage Oti (Intergenerational Arts) Building Admin. Ext. 8354

Employee Wellness Tribal Council Representative

Kristi Schoen ext. 8942

kristi.schoen@lowersioux.com

Health Care Providers (Medical and Dental)

Lower Sioux Health Care Center (507) 697-8600

Healthy Generations Project Coordinator

Employee Wellness Program

Kortni Bidinger ext. 8946

kortni.bidinger@lowersioux.com

Human Resources

Karen Swann ext. 8650

karen.swann@lowersioux.com

Mental/Emotional/Chemical Support

Woniya Kini Behavioral Services (507) 697-8680

Traditional Medicines and Resources

Mat Pendleton ext. 8350

mat.pendleton@lowersioux.com