



Program Information & Employee Guidebook

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***Please Note: Due to the current pandemic, the requirements for Level 1 have been updated.**

New Resources and Incentives

Welcome to Synopsys Designed for Wellness, a program that rewards you for making healthy choices. We want you to become more actively involved in your own health. Synopsys has partnered with a wellness vendor, Limeade, to enhance the Designed for Wellness program and provide resources, tools and well-being coaching so you can achieve your individual health goals.

The Synopsys Designed for Wellness website <https://synopsyswellness.limeade.com> provides a range of services and programs, all designed to help you live a healthier life and get rewarded for your participation and maintenance of a healthier lifestyle. The Designed for Wellness website is your gateway to taking a Well-Being Assessment and participating in challenges to help you get fit.

Requirements & Confidentiality

Is participation in the Designed for Wellness program required? Participating in our wellness program is optional. Due to the current situation this year, for the 2021-2022 program year, you must complete only the Well-Being Assessment plus an additional 250 points in wellness challenges to receive the discount on your 2022 medical contributions. The deadline to complete the challenges to receive the medical contribution discount for 2022 is September 3, 2021.

Is my information confidential and secure in the Designed for Wellness program? Your participation in the wellness program is completely confidential and secure. We are committed to protecting your personal health information. Our third party wellness vendor, Limeade, is bound by legal and contractual obligations to ensure the confidentiality of the information you provide through the program, and does not rent, share, or sell participants' information. Synopsys will only receive summarized, aggregate reports that show the overall health of all participants in the program. We will receive reports on the Well-Being Assessment and Know Your Numbers Screening **completion** to track **participation only**.

Can my Spouse or Domestic Partner participate? Yes. Studies show that families that are active together tend to get healthier. Encourage your spouse or domestic partner to sign up on the Designed for Wellness site and participate in challenges as well. They will be eligible for all incentives. Their participation is also voluntary. They will need to create their own account by going to <https://synopsyswellness.limeade.com>. They will register using your employee ID number followed by an "s", as in spouse, followed by the last 4 digits of their social (Example: your number is 012345, your spouse's registration number would be 012345s0000). If the system does not recognize your Spouse or partner, contact Synopsys Benefits, benefits@synopsys.com.

If I am a new hire at Synopsys, am I still required to complete the Well-Being Assessment and Know Your Numbers Screening within 31 days of hire? No, if you are hired after July 1, 2021, you are not required to participate this year. However, you may wish to do so to earn points towards other rewards. We will extend the 2021 and 2022 medical contribution discount to you either way.

Online Account Activation & Logging In

How do I activate my account?

Employees:

- Activating your account is easy. New employees will receive an email with a secure link that takes you directly to the Designed for Wellness site. Simply follow the directions to activate your account.
- Participants use their Synopsys email address to activate their account (shorter address with no dot in the middle). The email address you use to register must match the email address where you received the activation link in.
- Choose your own username and password. Usernames must be at least 6 characters. Password must be at least 7 characters in length.
- **Keep in mind that your username will be visible to other participants on challenge leaderboards or when posting to a community forum. Participants that do not want to be identified should choose a username accordingly.**
- Your invitation code is unique and generated for each participant. Never forward your invitation email or share your activation code with another participant. Once activated, your invitation email link code will no longer be valid.
- The terms of service and privacy must be accepted in order to activate your account. Please review the Limeade privacy policy concerning participation and keeping your information confidential.
- The privacy policy link is provided at the base of each webpage on the site or may be reviewed via the following link: <https://synopsyswellness.limeade.com/Privacy.aspx>
- If you misplaced this email you can still activate an account by going to <https://synopsyswellness.limeade.com>. Click on the green **Get Started** button . You will use your Synopsys employee ID number to register. You can find your employee ID number on your personal employee look-up record on SynopsysWorld. Use 6 digits such as 023451.

Spouses or domestic partners:

- Go to <https://synopsyswellness.limeade.com>. Click on the green **Get Started** button.
- Register using your six-digit Synopsys employee ID number followed by an “s”, as in spouse, followed by the last 4 digits 0000 (Example: employee ID number is 00012345, your spouse’s registration number would be 012345s0000).

If I am having an issue logging in or with the website, how can I get support?

- Email: support@limeade.com

Are there any tips for choosing a username? When choosing a username, you should keep in mind that it will appear on the Leaderboard when you join a challenge, post a comment or ask a question on a

community forum. If you would like to remain anonymous to other users, choose a username that doesn't include your first or last name or any other identifiable information.

How do I change my username? To change your username (Activity Display Name) at any time, please navigate to the Settings section on the top-right corner of your Designed for Wellness account, and then go to the Profile tab, Sign In Information, Change Sign In Name button.

How do I change my password? To change your password at any time, please [click here](#) for a password reset email to be sent to your email address on file. Or, you may click "Trouble signing in?" from the <https://synopsyswellness.limeade.com/> sign-in page.

Is an email address required to register? Yes, an email address is required. Employees should register with their Synopsys email address account (shorter address with no dot in the middle). Spouses can use any email address and if you don't have an email address you can sign up for a free email account through various providers such as Google or Hotmail.

Can I upload a profile image? You can upload a profile image by clicking on the image next to your username on the Home page. You will be prompted to select from the library of icon images, or you may upload your own image. You can also do this from the Settings tab on the top right corner of the site. A profile image is not required.

Home Page

What is the box at the top of the Home Page? These boxes are called Featured Activities and are used to highlight various resources, events, or aspects to your wellness program. They rotate frequently, so be sure to check back to see what is new, exciting, and useful on the site!

Where can I learn more about the Designed for Wellness program? Go to the site's Home Page and click on Learn More. Here you will find details about point levels, incentives and much more.

Incentive Levels

What are the incentive levels and how do they work? There are 4 incentive levels in the Designed for Wellness program:

Level 1: Sprout (500 points) – Complete your Well-Being Assessment plus 250 points in wellness challenges and earn your medical premium discount for 2022:

- \$10 a pay period or \$260 a year if just one person earns the incentive
- \$20 a pay period or \$520 a year if both you and your covered spouse/domestic partner complete the activities
- If you waive medical coverage for 2022, you will earn a \$100 Gift Card that will be issued to you in February 2022.

Level 2: Grow (1,000 points) - Set your goals and start completing challenges. Earn points toward a \$50 Amazon card

Level 3: Thrive (2000 points) – Continue to complete challenges and earn a second Amazon Gift Card worth \$100.

Level 4: Flourish (3000 points) – Get aggressive and do as much as you can to live well. You will be entered into a drawing for 6 grand prizes. Two participants will receive a \$1000 gift card and four participants will receive a \$500 gift card.

What are the deadlines to reach each level?

Level 1: Sprout – September 3, 2021 to receive the medical contribution discount

Level 2: Grow – April 29, 2022

Level 3: Thrive – April 29, 2022

Level 4: Flourish – April 29, 2022

How do I know my current level? You can find your current level on the right of your Home Page in the square box.

- A [1] means you are working on Level 1/Sprout.
- A [2] means you have earned Level 1/Sprout and working on Level 2/Grow.
- A [3] means you have earned Level 2/Grow and working on Level 3/Thrive.
- A [4] means you have earned Level 3/Thrive and working on Level 4/Flourish.

You can learn more and see future Level information and rewards by clicking on Discover More on the Home Page. Click Completed and see all the Levels you have earned this year.

How will I receive the cash incentives that I earn? For Grow and Thrive, you will receive a \$50 Amazon gift card (Grow) and \$100 Amazon Gift Card (Thrive) via an Amazon code through the site and email immediately following completion of this level. If you complete Sprout and have opted out of medical coverage, you will receive an \$100 Gift card issued in February 2022.

Do I have to pay taxes on my cash incentives? Synopsys will cover the income taxes on the rewards you receive.

Well-Being Assessment

What is the purpose of the Well-Being Assessment? The Well-Being Assessment is an online questionnaire that helps establish a baseline view of your overall health status. The questionnaire takes about 10 – 15 minutes to complete and asks basic health habit and lifestyle questions.

Will Synopsys see my responses? Your responses are completely confidential —Synopsys will never see your answers. The Well-Being Assessment is used for three primary purposes.

First, the assessment provides you with a health score and with actionable suggestions to improve your score. This process improves your overall health awareness.

Second, the assessment is the primary gateway for the coaching program Synopsys provides through Designed for Wellness and are delivered by our vendor, Limeade. Should your Well-Being Assessment show certain areas of risk, you are encouraged to contact a Well-being coach (see section below about coaching services) and explore relevant resources so that you can engage in to better manage your condition before it becomes worse.

Finally, the consolidated (de-identified) data received from the assessments is used to generate aggregate reports on the overall health of our people and then helps us make recommendations on future wellness campaigns and programs that Synopsys might offer.

Do I need to complete the whole Designed for Wellness Well-Being Assessment at once? No, you do not need to complete the Well-Being Assessment at once. You may skip entire Life Areas and come back to them at a later date. In order for your assessment responses to be saved, however, you must complete every question within a life area, and you must complete the whole Designed for Wellness Well-Being Assessment to qualify for your medical contribution discount. Just be sure to complete the entire Assessment by September 3, 2021!

How long are my Assessment results available after I complete it? Your detailed assessment results are available for you to view for the rest of the program year, or until you take the assessment again. You can see comparisons of your Well-Being Assessment scores year-over-year, to understand your progress.

How often do I need to take the Well-Being Assessment? You need to take the Assessment once per program year. You are able to re-take the Assessment as many times as you would like throughout the program year, but you must re-take the entire Assessment (you cannot change individual questions only). **Note:** Retaking the Assessment will clear ALL your previous responses for this incentive period. Any points earned for the completion of this will be removed from your points history.

If I complete my Well-Being Assessment multiple times will I get additional incentives? No. Synopsys is only offering incentives to employees, spouses and domestic partners for completing the Well-Being Assessment once per program year.

What if I skip a question on the Well-Being Assessment? You must complete all questions within a Life Area in order for your results to be saved. You may skip entire Life Areas and come back to them at a later date.

Assessment questions that pertain to Know Your Numbers Screening information (Blood glucose, cholesterol, blood pressure, heart rate, body composition) will be automatically loaded into your Well-Being Assessment after your Health Screening results are received by Limeade either from an on-site screening events or from the Physician fax form.

Can I edit my Well-Being Assessment answers? You cannot edit individual answers within the Assessment. If you would like to change any answer on your assessment after it has been submitted, you must re-take the entire Well-Being Assessment.

What happens when I re-take my Well-Being Assessment? This will clear ALL your previous responses for this incentive period. Any points earned and the completion of this will be removed from your points history.

Where can I view the results of my Well-Being Assessment? You can view the results of your Well-Being Assessment on the My Results tab.

- The Summary tab provides a high-level overview of your strengths as well as areas to improve.
- The other tabs represent Life Areas which house your scores for each Dimension as well as personalized resources and Action Steps.
- The Health Risk tab (to the far right) houses your Know Your Numbers Screening results.

How do I print my Well-Being Assessment? The best way to print your Assessment results is to use the standard print function on your computer. Go to My Results and choose the dimension tab that you would like to print. The Summary tab is typically 3 pages and individual dimensions are 2 pages.

Make sure to select Print Preview before printing and to set the print range to eliminate any blank pages.

How long will it take to complete the Well-Being assessment?

It varies, but for most people 10 – 15 minutes is needed. Though we suggest answering all the questions at once, the Assessment is divided into several different Life Areas that you can complete individually. You may save the assessment and complete at a later time, however you must complete the entire life area in order to save your progress. Once your Assessment is complete, you'll be able to connect with a variety of resources.

Know Your Numbers

What is Know Your Numbers? Know Your Numbers is a challenge that encourages you to know and understand your biometric screening results. Know Your Numbers is optional for the 2021-2022 program year. Testing for this includes a simple blood test of your cholesterol, glucose and measurement of your blood pressure and body composition. Your results are completely confidential – again, Synopsys will never see your results. Our hope is that you will use this information to have a conversation with your doctor about your health.

How can I complete Know Your Numbers? There are 2 ways:

1. Use lab results between August 29, 2020 and August 27, 2021 and self-report these values by clicking the [Know your Numbers](#) tile on the Home Page and then clicking the link “self-report these values”. **Please note: these metrics must be entered into the section under the Well-Being Assessment and no longer in your settings.**

2. If your doctor has ordered a lab test for you since August 1, 2021 or you have a preventive care visit planned before August 13, 2021, download the Physician Fax Form here:

- [Physician Fax Form](#)

Then mail or deliver it to your doctor and have them fax it to the number on the form. You or your doctor will then fax in your results to the fax number on the form. It is your responsibility to oversee that it is faxed successfully. Please allow 72 hours for this to be reflected inside your Designed for Wellness Account.

Where can I find the results of my screening? If you attend an onsite screening event, you will receive your results that day. You will also find these results under My Results, and then the Health Risk tab a few minutes after your screening event (once you complete your Well-Being Assessment).

Does the screening replace my annual physical with my Primary Care Physician? No. We encourage you to bring the results to your next doctor appointment to help your doctor measure progress and identify potential health risks.

How do I know that my onsite screening event results or Physician Fax form results have been received?

Under My Results, Health Risk tab, you will see that your results are noted as verified with a green check. Under My Points, you will see that you have been awarded points for Know Your Numbers. You will also receive an email when this happens.

What happens if they are not under My Results; how long does it take for my results to be loaded?

While some Physician Fax forms transfer rapidly to your personal online account, others take longer. Please allow 72 hours after sending your Physician Fax form before requesting support.

What are the healthy ranges for a biometric screening? We align our health ranges with the National Institute of Health (NIH) standards:

- HDL >60 for women or >50 for men
- Triglycerides < 150
- Waist to Height ratio under 0.5
- Blood pressure < 120/80
- Fasting glucose <100 mg/dl

Can I edit my Know Your Numbers results? Yes, you can edit your results directly on the My Results tab. Numbers that are entered manually will be present under each metric with a date and note that it is self-reported. Numbers that are uploaded through an onsite event, or Physician Fax Form will have a green check next to them, marking them as verified.

How do I download the Physician Fax Form? To download the Physician Fax Form, click on the Know Your Numbers tile, and then choose the link to Physician Fax Form.

Who will be conducting the onsite screenings? Staff performing the health screenings is trained medical screeners (i.e. nurses and medical personnel) that are provided by our partner Limeade.

How long will the onsite screening take in its entirety and what does it entail? Please allow approximately 20 minutes for the screening. (There are no on-site screening events for the 2021-2022 program year due to COVID-19)

What does the onsite screening include? 1.) Check-in on an iPad 2.) Finger stick 3.) Measure blood pressure, height, and weight 4.) ~10 minute health advisor session 5.) one minute survey 6.) Results are automatically uploaded to your Synopsys Designed for Wellness platform!

How long do I have to wait to see my results after I complete the onsite screening? You will receive your results instantly at the onsite screening event, and can then discuss them with a trained health professional. You should be able to see these results on your Synopsys Designed for Wellness account within minutes.

Will Limeade ever contact me directly about my screening or assessment results? You will not be contacted. If you attend an onsite screening event and your results are significantly above or below normal ranges, you may be advised by a Limeade nurse to contact your physician as soon as possible. If you work with a Limeade well-being coach, they will have access to your information but not your individual answers to the Well-Being Assessment.

I completed my screening and assessment earlier this year through my health plan (UHC or Kaiser). Does that count toward the requirement? If you had this done either at your doctor's office or at a lab since August 29, 2020, it will count towards Know Your Numbers. You can self-report your biometric information by clicking on the Know Your Numbers tile or your doctor can submit the results directly to Limeade using the Physician Fax Form.

You will need to complete the Designed for Wellness Well-Being Assessment in the Limeade system by September 3, 2021, even if you've previously submitted a Well-Being Assessment earlier this year.

If my assessment and/or screening uncover a chronic condition, can I be denied coverage later because of a preexisting condition? Absolutely not. In fact, we would encourage you to seek treatment as soon as possible.

My Plan and Challenges

What is My Plan? On the Synopsys Designed for Wellness site, the My Plan section is where you can find challenges that you are currently participating in and goals that have been recommended to you or that you have set for yourself.

How do I join a challenge?

- Scroll to the bottom of your Home Page. The My Plan section contains challenges that you are currently participating in. The Other Things to Do section houses other challenges that are available that you are not currently participating in.
- Simply click the challenge and then click Join Challenge.

I am unsure if my points were uploaded to my profile. How can I make sure? Go to your points total on the home page and click on history to see if you were awarded points for the specific challenge in question.

How do I connect an activity device? Click on the device button on the top navigation, then click on [Connect a device](#) to be taken to the page to add a device. If you already have a device connected and wish to add another. Click on your profile image and select settings. Then find the Apps & Devices tab to connect devices. Follow the onscreen instructions to finish syncing your device.

If you have synced an activity device to the Synopsys Designed for Wellness site, then your steps, time, mileage, etc. will be automatically uploaded to device-enabled challenges only.

What are the tracking rules for an activity challenge?

- Challenges can be backtracked up to 2 weeks prior to the current week - as long as you were in the challenges three weeks ago. You cannot join a challenge today and then backtrack 3 weeks but if you have been in a challenge for several weeks, backtracking is permitted.
- Participants have up to 3 days after the end of the challenge to record their results

How long can I track a challenge after a challenge has ended? Participants have up to 3 days after the end of the challenge to record their results.

How do I know when a challenge ends? When you click into a challenge tile, the end date will be included clearly within the challenge text.

How often do challenges change? We update the Synopsys Designed for Wellness site with new challenges at least every three months. Be sure to come back to the Synopsys Designed for Wellness site frequently so that you don't miss a beat!

What support is available to help me successfully meet my challenges? You can find supportive information within each specific challenge, including smartphone applications, books, articles and websites. You can also contact a well-being coach. Click into the challenge tile to see everything that is available.

What are leaderboards? Leaderboards are a fun way to build a bit of healthy competition among employees and spouses. You can see where you are in your challenge progress as compared to others. Individual challenges will have individual usernames on the board. Team challenges will rank the teams.

Can I invite Synopsys employees to join the challenge who are located in other countries? This is a US based program so you will need to limit yourself to your colleagues in the US.

Can I invite people to join the challenge who are not Synopsys employees? You may invite Synopsys US employees as well as participating spouses, to join you in a challenge.

Can spouses participate in the challenges? Yes, your spouse can activate their account and join you in challenges.

Communications

How do I change my email preferences? In the top-right corner of your Synopsys Designed for Wellness site, click Settings, Email and Privacy.

Mobile Experience

Can I access the Synopsys Designed for Wellness site from my smart phone? Yes! Make it easier to check your progress and stay on track. Download the iOS App for Limeade. Enter “synopsys” as the program code. Once you open the app, log in with your Limeade username and password and start tracking.

Which smart phones are supported? Currently the best user experience is on an iPhone running iOS and Android smartphones.

Is there an iPhone/Android app? Yes, download the iOS App for Limeade. Enter “synopsys” as the program code. Once you open the app, log in with your Limeade username and password and start tracking.

Supported Activity Devices

What devices are supported by the Synopsys Designed for Wellness site? We support many devices, to see a list click Settings from your Home page and then Apps and Devices.

How can I get a device? FitBit can be purchased at many stores and online retail locations. RunKeeper is a free application that can be downloaded from both Apple and Android Play app stores.

What do these devices track? The standard is: Steps, Minutes, Miles and Calories-burned. Some products also track sleep.

How do I sync my Activity Device to the Synopsys Designed for Wellness site? The following information will guide you in setting up your device within your platform. It is simple to sync up your device(s). Click on the device button on the top navigation, then click on [Connect a device](#) to be taken to the page to add a device. If you already have a device connected and wish to add another. Click on your profile image and select settings. Then find the Apps & Devices tab to connect devices. Follow the onscreen instructions to finish syncing your device.

If you have synced an activity device to the Synopsys Designed for Wellness site, then your steps, time, mileage, etc. will be automatically uploaded to device-enabled challenges only.

Support

If I am having an issue with the website, how can I get support? Email: support@limeade.com

What is the response timeline for support issues? Our support team aims to respond to all support issues within 2 business days.

Coaching

What is coaching? As part of the Synopsys Designed for Wellness program, you have access to complimentary telephonic well-being coaching. Your coach will not judge or diagnose you; instead they are here to support you in the fulfillment of your personal visions and goals.

Can my spouse use coaching services? Yes, your spouse/partner is eligible for coaching.

When should I contact a coach?

- You are ready to make a change in your wellness, but don't know where to start.
- You want to personalize your fitness or nutrition plan.
- You've currently felt that stress is impacting your wellness.
- You are frustrated with your progress on meeting personal wellness goals.
- You want to move past barriers and excuses and see results.
- You want support for anything from pre/post-natal health to family health.

Call 1-888-213-7953 between 6am and 6pm PST to get started. Your coach will help get you moving on the road to your best self and your health and Well-Being goals.

Is coaching required? No. Coaching is completely voluntary and is here for you when you need it.

How do I schedule a coaching session? The best way to schedule a coaching session is to call 1-888-213-7953 between 6am and 6pm PST and speak with a personal concierge to connect with the most appropriate coach for you and a time that works well

What is expected from me before and during coaching? Before your first coaching session, spend a little time thinking about what you want to accomplish with your coach. You don't need to have all of the answers, but it is helpful to have an idea of what you would like to work on.

For meeting with your coach, block off 30 minutes of uninterrupted time and be in a location where you feel comfortable speaking with a coach.

Your coach will come prepared to support you in the creation and fulfillment of visions and goals. He or she will not come with a pre-prescribed program, but instead will assist you in developing your own best thinking and a plan personalized to help you break through barriers and achieve your goals. There will be some work for you to do, as this is your life! You will leave the call with clear action steps that you personally decide and can begin working on immediately.

What are the certifications of the coaches? All coaches have a minimum of a 4-year degree in a health related field, coach training in multiple concepts of behavior change, at least 2 years of teaching or coaching experience, and comprehensive training in Synopsys' Designed for Wellness program.

How long is a coaching session? The first session takes up to 30 minutes. Follow up sessions can range from 5-25 minutes, depending on your needs at the time of the session.

What is the average number of coaching sessions? While there is no required number of sessions, most people can make significant progress in as little as 6 sessions. The number and frequency of your coaching sessions will be mutually decided upon between you and your coach.

What if I need to reschedule? Simply call 1-888-213-7953, tell the program concierge your name, your coach's name if you know it, and when your appointment is scheduled. The concierge will help you reschedule for a more convenient time.

Besides 1-on-1 coaching, what else is available to support me in reaching my goals? This will be dependent on program design which will be updated throughout the year. You can participate in any of the challenges and events presented through the Synopsys Designed for Wellness service that interest you by logging on to the Designed for Wellness website and looking on your Home Page. Watch for new challenges and programs to be released throughout the year.

Are there costs associated with coaching? There is no cost to Synopsys employees or their spouses/partners. Coaching is unlimited; you can request as many coaching sessions as you find helpful.

What information can my coach see from my Designed for Wellness website? Once you opt into coaching, your coach will be able to see your Well-Being Assessment and Know Your Numbers Screening results, goals you have entered into the Synopsys Designed for Wellness website, and challenges you are participating in. This information is kept confidential between you and your coach and will not be shared with Synopsys or any other third party.

Will I have the same coach or will my coach change? You will stay with the same coach as long as you and your coach agree that the relationship is a good fit. If your needs change, your coach may recommend that you continue with your coaching with a more appropriate coach, or bring a specialist into the conversation with your consent. You may request a new coach at any time by asking your coach, or by calling 1-888-213-7953 and requesting to be paired with a new coach.