

WORKSITE WELLNESS MEALS & REFRESHMENTS SAMPLE POLICY

This is a sample policy that we implemented at the Tacoma-Pierce County Health Department. This template can be modified to meet the needs of your organization.

Agency Policy #530.001: Meals and Refreshments Served at Agency Sponsored or Funded Events

Category: Community Safety and Prevention

Purpose: Sets forth expectations when food or beverages are purchased for Tacoma-Pierce County Health Department (Department) sponsored meetings and events, using departmental funds.

Applies to: All Health Department employees, volunteers, and contractors

See Also:

- » Tacoma-Pierce County Health Department Procedure for Meals and Refreshments Served at Agency Sponsored or Funded Events
- » Tacoma-Pierce County Health Department Guidelines for Healthy Food and Beverages
- » Sample Menus for Ordering from Licensed Pierce County Caterers

Policy Statement:

The following policy has been developed for foods and beverages purchased for Department sponsored meetings and events, using departmental funds. The intent of this policy is to support employee health by reducing risks for chronic diseases such as diabetes, heart disease, stroke and hypertension. The Department promotes healthy lifestyles including healthy eating and regular physical activity to the citizens of Pierce County.



It is essential for the Department to model this commitment by supporting a healthy work environment. The strong relationship between diet and health and the increasing rates of overweight and obesity make supporting healthy food choices at work a priority. If foods and/or beverages are provided at a Department sponsored meeting or event, they will be healthy as defined under the Procedures for Meals and Refreshments Served at Agency Sponsored or Funded Events.

Responsibilities:

Employees - Individuals with purchasing authority for food and beverages shall be responsible for complying with the provisions of this policy.

Managers and Supervisors -

Responsible for ensuring compliance with this policy. An employee violating any provision of this policy may be subject to corrective or disciplinary actions.

Definitions:

Contractors - Individuals, community organizations, non-profit or governmental agencies or commercial businesses that receive Health Department funding to provide a particular service.

Healthy Food and Beverages -

Please refer to the Definitions section of the Tacoma-Pierce County Health Department Procedure for Meals and Refreshments Served at Agency Sponsored or Funded Events.

Agency Procedure #530.001a:
Providing Meals and Refreshments
at Agency Sponsored or Funded
Events

Category: Community Safety and
Prevention

Purpose: To support the Meals and
Refreshments Served at Agency
Sponsored or Funded Events

Position: All Staff

Action:

1. Determine if it is necessary to provide food at meetings, presentations, and seminars, especially during mid-morning and mid-afternoon times.
2. Minimize waste. Provide reusable plates, cups, and utensils and avoid individually packaged servings and food when possible.
3. Work with your Program Representative to choose healthy options. For guidance, refer to the definitions of Healthy Foods and Beverages in the DEFINITIONS section below.

Position: Program Representatives

Action:

1. Work with Purchasing to order food from caterers, and create purchase orders for food vendors.

Definitions:

Healthy Foods and Beverages -

Protein Sources. Provide low-fat protein sources (including a 25% minimum of meat free options). Appropriate selections include: lean meats (skinless turkey, skinless chicken, lean cuts of pork, and beef), beans (black, pinto, baked), hummus, and tofu.



Grains. 50% of all grains provided should be whole grains. Appropriate selections include: whole wheat or whole grain breads and rolls, brown and wild rice, whole wheat couscous, barley, oatmeal, and other whole grain cereals.

Vegetables. A minimum of one vegetable per person should be provided. Vegetables should not be cooked in high-fat sauces such as butter and cream.

Appropriate selections include fresh and raw vegetables (carrots, cucumbers, broccoli, cauliflower, etc.), lightly steamed vegetables, and vegetable salads.

Fruits. A minimum of one raw fruit or a fruit salad per person should be provided.

Sauces. Sauces should be optional for attendees and served on the side. For example, condiments, salad dressings, and sauces for

meats, vegetables, or sides should be provided on the side for participants to use at their discretion. Low-fat, low-sodium versions (e.g. low-fat mayonnaise and salad dressings) should be provided as an option.

Sides (optional). Low-fat, low-sodium side dishes should be provided. If sides are provided, low-fat, low-sodium versions should be selected. For example, pasta or potato salad should be made with low-fat mayonnaise and chips should be baked.

Desserts (optional). Desserts less than 2 oz are appropriate, such as a small cookie.

Beverages. Provide tap water, coffee and/or tea. Soda pop and diet sodas will not be allowed. Beverages that contain more than 15 grams of sugar will not be allowed (except for 100% fruit juices).