



Best Practice template: SAMPLE Healthy Food Environment Policy

PURPOSE

[Employer] is committed to providing a healthy food environment for all employees, contractors and visitors.

The purpose of this policy is to outline [employer's] guidelines for providing a healthy food environment to encourage and support healthy eating by employees and contractors.

The food environment includes cafeterias, onsite stores, vending machines, healthy snack stations, work areas and break rooms, as well as meetings, events and celebrations where food and beverages are served.

HEALTHY FOOD ENVIRONMENT POLICY

This policy will go into effect on [month/day/year] and will be reviewed on a [yearly/other] basis. It will be included within [employer's] complete set of corporate policies and will be integrated into [employer's] established corporate policy training cycle.

Employees and food service vendors are responsible for knowing and understanding the healthy food environment policy for their location and should contact their supervisor if they have questions.

This policy addresses the availability, identification and appeal of healthy foods and beverages.*

Availability

[Employer] is committed to providing healthy foods and beverages at the work site and will guarantee:

- [Percentage] of the foods and beverages served in the employee cafeteria will meet the [minimum or preferred] guideline for healthy choices.
- [Percentage] of the foods and beverages served through vending services will meet the [minimum or preferred] guideline for healthy choices.
- [Percentage] of the foods and beverages offered at meetings, at catered events and in break rooms will meet the [minimum or preferred] guideline for healthy choices.
- Only healthy foods will be offered in the healthy snack station.
- Only healthy food and beverages [meeting minimum or preferred guideline] will be allowed to be brought into work and placed in dishes at desks or workspaces if it is to be accessed by other employees.

Identification

[Employer] is committed to improving employees' ability to identify healthy foods and beverages at the work site. The following will be maintained:

- A point-of-purchase labeling program in [the cafeteria, the vending machines and other work site areas]
- Placement of healthy foods and beverages in high-traffic areas in the cafeteria
- Placement of healthy foods and beverages at eye-level or in high-sales coils in the vending machines
- Placement of healthy foods and beverages in high-visibility areas on catering menus, buffet tables and at work-sponsored events
- Promotion of healthy foods and beverages [as much as or more than] competing foods and beverages in company [cafeteria signage, vending signage, newsletters, e-mails, intranet sites, and communications about vending machines and catering services]
- [Prohibiting or discouraging] the promotion of foods and beverages that do not meet healthy guidelines

Appeal

[Employer] will encourage healthy eating by maximizing the appeal—taste, appearance and price—of healthy foods and beverages through:

- Measuring and monitoring employee satisfaction with the taste and appearance of the healthy food and beverage offerings in the [cafeteria and vending machines and at company-sponsored meetings and events]
- Pricing healthy foods and beverages [less than or the same as] foods and beverages not meeting healthy guidelines [in the cafeteria, vending machines, healthy snack station and on the catering menus]

**Guidelines for defining healthy foods and beverages can be found in Appendix A.*

POLICY REVIEW

[Name of employee or committee] will be responsible for ensuring the policy is met by:

- Conducting [quarterly/semiannual/annual] quality assurance checks on the commitments in this policy
- Providing results of [quarterly/semiannual/annual] quality assurance checks to appropriate employees or vendors
- Ensuring that changes are made to meet policy guidelines
- Including healthy food environment policy language in food service contracts and requests for proposal

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