Foods Served in the Workplace – Sample Policy

Sample Workplace Policy Template

Disclaimer: This is a sample policy and can be adapted for your workplace needs. Suggestions are given about what to include. However, items can be added or removed to suit your workplace.

Policy: Foods Served in the Workplace:

Policy #
Approved by:
Effective:
Revised:

PURPOSE: To decrease the amount of energy dense, nutrient poor foods* consumed. To help create a healthy food environment that promotes and models healthy eating. To provide guidelines for which foods (Company Name) can serve.

POLICY STATEMENT: (Company Name) will provide healthy foods and beverages in the workplace. This includes:

- Meetings
- Events that it hosts
- Food in common areas
- Cafeterias

SCOPE: This policy provides options for the types of foods to serve in the workplace. This policy applies to all (Company Name) employees, volunteers and students in the organization.

PROCEDURE: (Company Name) is committed to providing a safe and healthy environment for its employees, volunteers and partners, as well as the public it serves. Part of that commitment is to ensure that a healthy food environment is provided to all.

A healthy food environment includes the following considerations:

- Food safety practices are followed in the preparation, storage and serving of foods and beverages
- Foods and beverages served are part of a nutritious food pattern
- Foods and beverages are free of trans fats, lower in saturated fat, sugar and sodium, higher in fibre, and served in appropriately sized portions
- Energy dense, nutrient poor foods and beverages and those associated with health risks are avoided
- Dietary and cultural factors are taken into consideration
Management Team will ensure that:
Managers and supervisors in (Company Name) support healthy food environments in the workplace by providing foods and beverages such as those from the list of Food Options in the Workplace (Appendix).

Managers and Supervisors will:
- Ensure awareness of the policy with all staff and volunteers
- Ensure adherence to this policy
- Make consideration for alternate choices in exceptional circumstances

The Healthy Workplace Committee will:
- Make the policy available to employees
- Monitor use of the guidelines and provide evaluation of the policy after one year.
- Keep the list of Food Options in the Workplace current by adding new items, when appropriate, and after consultation with a Registered Dietician.

The Employee, Student, and Volunteer will:
- Use the list of Food Options in the Workplace when selecting which foods and beverages to prepare or purchase
- Provide a list of foods planned for a meeting or event
- Ensure awareness of safe food handling practices.

CONTRAVENTIONS: Non-compliance of this policy will be brought to the attention of the appropriate supervisor or manager for further action.

* Energy-dense, nutrient-poor foods and beverages are high in calories and low in vitamins, minerals and other micronutrients.
Appendix: Food Options in the Workplace

A. Snacks

Vegetables and Fruit

<table>
<thead>
<tr>
<th>Fruit</th>
<th>Vegetables</th>
<th>Dips for fruit/vegetables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole</td>
<td>Cut and plated</td>
<td>Tzatziki</td>
</tr>
<tr>
<td>Sliced or skewers</td>
<td>Salad</td>
<td>Yogurt dips</td>
</tr>
<tr>
<td>Salad</td>
<td></td>
<td>Low fat (5% or less) sour cream dips</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hummus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Salad dressing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lower-fat mayonnaise</td>
</tr>
</tbody>
</table>

Beverages

- Water
  - Plain
  - Carbonated
  - Flavoured (no added sugar)
- Tea and herbal tea
- Coffee (can include decaf)
- Sweetener for coffee/tea (sugar and substitute)
- Milk (for coffee/tea and/or as stand-alone)
- 100% fruit juice (max 300 mL containers or serving glasses)
- 100% vegetable juice (preferably sodium-reduced)

Grain Products

- Granola bars (plain, no coating)
- Wholegrain* breads (sliced in half)
- Wholegrain* muffins (small or cut in half)
- Wholegrain* bagels (sliced mini-bagels or larger bagels – sliced and cut again in half-moons)
- Wholegrain* vegetable or fruit breads (e.g. zucchini bread, banana bread)
- Spreads: fruit jam/jelly, lower-fat cream cheese, nut butters, hummus

Complimentary Items

- Yogurt 2% or less
  - Can include granola (lower-fat) topping
- Eggs, vegetable omelette or frittata
- Low-fat tortilla chips with salsa or black bean dip
B. Meals (in addition to items in snack menu)
All foods and beverages in snack menu can be included in the meal offerings

Soups, Salads
- Tomato or broth or milk (not cream) based soups, with vegetables
  - May contain grains and/or a meat/alternative
  - May include wholegrain crackers and/or dinner roll
- Salad (dressing on side)
  - Mixed greens
  - Coleslaw, carrot or broccoli slaw
  - Whole grains and vegetables
    - Legumes or nuts mixed with above

Wholegrain* sandwiches, pitas, pizzas or wraps
- Sliced chicken or turkey breast
- Lean beef or ham
- Salmon or tuna (with low-fat mayonnaise)
- Egg (with low-fat mayonnaise)
- Low-fat cheese (20% m.f. or less), lettuce and tomato
- Wholegrain* pizza (vegetarian or with lean meats)

Main dish/entée
Cooked in a lower-fat way – steamed, poached, baked, broiled, or barbequed. Served with two vegetables. Grain product can be part of entrée (whole grain preferable)
- Lean beef and pork
- Chicken or turkey
- Fish
- Legumes or other meat alternative
- Eggs, vegetable omelette or frittata

Desserts (including items in snack table above)
- Fruit pieces or salad
- Wholegrain* cookies, muffins and dessert breads
- Wholegrain* fruit squares and/or cobbler

*Wholegrain is defined as an item where the first ingredient is a whole grain. In cases where another ingredient is listed first (e.g. fruit), then the first grain ingredient must be a whole grain. To evaluate recipes, order ingredients by most to least.

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