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| Title: Take Charge Healthy Eating at Work Policy | Date of Issue: **YYYY | MM | DD**Date of Original Issue: **YYYY | MM | DD** |
| Department: [Department/Section] | Issued by: [Author/Owner of Policy] |
| Approved By: [Insert Name and Title] | Review/Revise Date: **YYYY | MM | DD** |

# DISCLAIMER: PRINTED VERSIONS OF THIS DOCUMENT MAY BE OUT OF DATE. ALWAYS REFER TO THE COMPANY’S ON-LINE POLICIES AND PROCEDURES FOR THE MOST CURRENT VERSIONS OF DOCUMENTS IN EFFECT (IF YOUR ORGANIZATION HAS ONLINE POLICIES AND PROCEDURES).

# CHANGES TO PREVIOUS VERSION

[Future changes to this policy should be noted in this highlighted section. A brief description of the revision is to be provided in point form. Otherwise, if there are no changes to the current policy, this section can be omitted].

# PREAMBLE

Healthy eating promotes and supports social, physical, and mental wellbeing. It is also a key component for employee health and productivity. Individuals make food and beverage choices within the context of their day-to-day food environments, and because employees spend a significant amount of their time at work, the workplace setting plays a significant role in shaping and influencing their eating habits. [Company Name] recognizes itself as a role model in promoting and supporting healthy eating for its employees. As such, [Company Name] is committed to providing surroundings and conditions that encourage and support healthy eating in our workplace.

# PURPOSE AND SCOPE

To foster a Healthy Workplace Nutrition Environment that supports [Company Name]’s [All Affected Persons e.g., employees, students, volunteers, clients, visitors] by providing food options and environments that help make the healthy choice the easier choice.

This policy covers the base requirements for creating a healthy nutrition environment, including but not limited to, foods offered at [Company Name] sites, foods purchased with [Company Name] funds, or events sponsored or supported by [Company Name].

# DEFINITIONS

**Healthy eating:** Healthy eating refers to the practice of eating a variety of healthy food choices based on Canada’s Food Guide to Healthy Eating. Food should be prepared using little or no added fats, oils, salt, and sugar. Ideally, food choices should be minimally processed.

The practice of eating healthy is broader than the energy and nutrients that food provides. It includes the complex relationship between food, people, and the environment. For the purpose of this policy, healthy eating will encompass the nutrition quality of food and meals, as well as the cultural and social dimensions of eating.

**Healthy workplace nutrition environment:** A healthy workplace nutrition environment is one that provides physical and social surroundings and conditions that promote and support healthy eating in the workplace. The healthy workplace nutrition environment does not apply to food and beverage purchased by an employee for their personal use.

# POLICY

[Company Name] will promote and provide a healthy workplace nutrition environment that supports healthy eating practices by:

* Providing supportive workplace food environments in the worksites it has direct control over;
* Advocating supportive food environments in worksites where components of the food environment are outside of its direct control;
* Encouraging an organizational culture that promotes positive and healthy lifestyle practices, including healthy eating.

# ROLES AND RESPONSIBILITIES

* Staff and management are responsible for ensuring compliance with this policy.
* [All Affected Persons e.g., employees, students, volunteers, clients, visitors] are required to comply with the policy.
* [Company Name] staff responsible for ordering food and beverages for [Company Name] or [Company Name] supported meetings, events, and workshops, should ensure the availability of healthy options.

# PROCEDURE

**Supportive organizational culture:**

Within an organizational culture that values, promotes, and supports the health and wellbeing of its [All Affected Persons e.g., employees, students, volunteers, clients, visitors] it is important for everyone to work towards the common goal of promoting a supportive nutrition environment.

1. Management will act as role models for healthy eating by following workplace policies that promote healthy eating.
2. Breaks are appropriately scheduled and employees are encouraged to take a meal break away from their work area.

**Promoting good health and lifestyles practices:**

Achieving individual healthy eating goals requires a commitment at the individual level as well as encouragement and support at the organizational level. [Company Name] will support individuals in reaching their healthy eating goals by providing:

1. Access to education/skill-building sessions related to healthy eating through workshops, webinars, activities, and programs that are promoted and made available to employees with the support of the [Employee Wellness Representative/Committee], throughout the year. Healthy food options may be offered to staff during as part of nutrition and healthy eating education and skill building sessions.
2. Awareness-raising and environmental support initiatives (e.g., additional healthy eating policies templates, including those that support hosting healthy meetings – Meet Smart Policy, or those that support healthy foods sold at the worksite – Healthy Vending Policy, are also available for adoption and implementation) promoted and offered to employees with the support of the [Employee Wellness Representative/Committee] throughout the year.

**Providing supportive workplace food environments:**

The workplace food environment includes factors that influence the amount and types of food and beverages employees eat in the workplace.

1. Designated eating areas in [Company Name] worksites will support healthy eating by including, at a minimum: refrigeration, microwave, kettle, sink, table, chairs, and sufficient space. The environment will be clean and welcoming.
2. [Company Name] will follow Canada’s Food Guide emphasizing whole and minimally processed foods. This includes all [Company Name] endorsed, supported, and organized events and related activities that are targeted towards [Company Name] employees. (Note: The Take Charge Meet Smart Policy provides additional guidance on hosting healthy meetings and events.)
	1. Snacks should only be served during a [Company Name] meeting, event, or workshop that are scheduled for two hours or more.
	2. Meals should only be served if the meeting, event, or workshop is held over a usual mealtime.
	3. [Company Name] will follow recommendations from Canada’s Food Guide, encouraging foods prepared with little or no added salt, sugar, and oils and fats. As such, sugar and salt will not be provided in the workplace.
3. [Company Name] is an alcohol-free workplace. As such, [All Affected Persons e.g., employees, students, volunteers, clients, visitors] are prohibited from consuming alcohol during their workday, before coming on duty, during breaks and meal breaks, and in all [Company Name] - related business situations.
4. Whenever food or beverages are sold in [Company Name] worksites (e.g., vending machines) healthy options should be made available. (Note: The Take Charge Healthy Vending Policy provides additional guidance for food or beverages sold in vending machines.)
5. During internal social events outside of work time (e.g., potlucks, retirement teas), healthy food options and cultural diversity should be encouraged. Food allergies should be identified and accommodated in food choices that are offered.
6. [Company Name] promotes a healthy relationship with food. As such, food should not be used as an incentive to encourage employees to participate in workplace events (e.g., meetings, education, vaccinations).
7. Food should not be used as a reward in the workplace (e.g., food as prizes, food in exchange for charitable donations). Gift certificates for grocery stores, but not food service establishments, are acceptable for use as program incentives.
8. Common areas and individual offices in the workplace are free from openly-displayed food to reduce and prevent mindless eating and support individuals in reaching their healthy eating goals.

# COMPLIANCE

Clarifications on this policy should be directed to the [Wellness Representative].

Failure to comply with this Policy and any associated Procedures may result in appropriate disciplinary measures. [Insert Details about Disciplinary Measures].

# RELATED DOCUMENTS AND RESOURCES

[Eating Well with Canada’s Food Guide](http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php)

[Windsor-Essex County Health Unit Meet Smart Program](https://www.wechu.org/meetsmart)

[INSERT LIST OF RELATED DOCUMENTS E.G., ADDITIONAL FOOD AND BEVERAGE POLICIES]

Note: Additional food and beverage policy templates are available from the Working Toward Wellness Program, including the Take Charge Meet Smart Policy and the Take Charge Healthy Vending Policy.