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| **Title:** Take ChargeHealthy Vending 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**DISCLAIMER: PRINTED VERSIONS OF THIS DOCUMENT MAY BE OUT OF DATE.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**

Vending machines offer food and beverage choices in locations where other food services may not always be available. Unfortunately, most of the food and beverage offered for sale in vending machines is of low nutritional quality. As a result, people who access vending machines on a regular basis are at a nutritional disadvantage, as healthier food and beverage options may be very limited.

In recognition of this, Ontario introduced the School Food and Beverage Policy in 2010. The policy required all elementary and high schools with vending machines in Ontario to ensure the availability of healthy vending options. In support of this, vending machine operators were encouraged to expand their offering of healthy food and beverage selections. The Healthy Vending policy is intended to extend the construct of the School Food and Beverage Policy to the workplace setting.

# PURPOSE AND SCOPE

The purpose of this policy is to promote and support a healthier workplace nutrition environment by introducing nutrition guidelines for vending machines servicing [Company Name] to ensure that they offer a selection of healthier food and beverage options. This policy will support [Insert All Affected Persons e.g., employees, students, volunteers, clients, visitors] in achieving their healthy eating goals while in the workplace, by promoting and supporting the availability and accessibility of healthier food and beverage vending options.

# DEFINITIONS

**Nutrition Standards for Workplaces©:** The Nutrition Standards for Workplaces© are adapted from the nutrition standards for *Nutrition Tools for Schools*© by the Ontario Dietitians in Public Health. The standards are intended to be used as part of a comprehensive health promotion approach to create a healthy eating environment in workplaces. They apply whenever food and beverages are offered or sold in the workplace. The nutritional quality of a food or beverage product determines the category in which it falls: “Maximum Nutritional Value”, “Sell/Offer Most”, “Sell/Offer Less”, and “Not Recommended”.

**Healthier Food Items:** “Healthier food items” refers to foods that meet the criteria for the “Maximum Nutritional Value” or “Sell/Offer Most” categories, as defined in the Nutrition Standards for Workplaces©.

# POLICY

1. Food and beverage vending machines in [Company Name] worksites will promote and support a healthy workplace nutrition environment by:
   * Increasing the availability, accessibility, and visibility of healthier food and beverage options;
   * Promoting healthy eating habits through point-of-purchase educational materials.
2. [Company Name] will advocate for similar healthier food and beverage options for vending machines that are not within its direct control, yet service [Company Name] [Insert All Affected Persons e.g., employees, students, volunteers, clients, visitors].

# ROLES AND RESPONSIBILITIES

* The [Wellness Representative] is responsible for the assessment of food and beverage vending machine options servicing [Company Name] using the [Vending Machine Assessment Tool](https://www.odph.ca/workplace-nutrition-advisory-group) and ensuring compliance with the policy, with the support of [Staff Responsible for Food Service or Facilities Maintenance].
* The [Wellness Representative] and [Staff Responsible for Food Service or Facilities Maintenance] are responsible for working with vendors to change the selection, pricing, and placement of food and beverage vending machine choices as outlined in the procedures below.
* The [Wellness Representative] is responsible for displaying promotional signage and educational resources on or near vending machines to inform employees about healthy eating and the availability of healthier vending options.
* The [Wellness Representative] will conduct an annual review to assess the opportunity for increasing the proportion of healthy food and beverage vending options; ideally aiming to have at least 80% or more of items meet the criteria for the “Maximum Nutritional Value” or “Sell/Offer Most” categories.

# PROCEDURE

**For food and beverage vending machines in [Company Name] worksites:**

* All existing and future food and beverage vending machine options at (or servicing) [Company Name] worksites will be compliant with the Healthy Vending Policy. The vending selections will be assessed by the [Wellness Representative] using the [Vending Machine Assessment Tool](http://www.osnpph.on.ca/workplace-nutrition-advisory-group), which will categorize food and beverage products by nutritional quality.
* The [Wellness Representative] will provide ongoing support, as required, to [Staff Responsible for Food Service or Facilities Maintenance] and vending suppliers to improve the vending environment, which includes:
  + Increasing the availability of healthier food items;
  + Ensuring that healthier food items are sold at the same price as (or, ideally, less than) comparable Sell/Offer Less items;
  + Placing healthier food items strategically at the average line of sight in the vending machines to increase sales;
  + Displaying promotional signage and educational resources on or near vending machines to inform employees about healthier items and the role that vending machine selections play in supporting an individual’s overall healthy eating goals;
  + Communicating with vending machine sales representative and/or operators.
* Vending machines will, at a minimum, have 50% of choices as healthier food and beverage products that fall within the “Maximum Nutritional Value” and “Sell/Offer Most” categories as defined in the Nutrition Standards for Workplaces©.
* The [Wellness Representative] will complete one review annually to assess the opportunity for increasing the proportion of healthy food items sold, by using sales data or gathering feedback from [Company Name] employees.

**For food and beverage vending machines in shared worksites not under [Company Name]’s direct control:**

* The [Wellness Representative] will advocate to [Organization managing food and beverage machines in shared worksites] to improve the vending environment, which includes:
  + Increasing the availability of healthier food items, as determined by the [Vending Machine Assessment Tool](https://www.odph.ca/workplace-nutrition-advisory-group);
  + Ensuring that healthier food items are sold at the same price as (or, ideally, less than) comparable Sell/Offer Less items;
  + Placing healthier food items strategically at the average line of sight in the vending machines to increase sales;
  + Displaying promotional signage and educational resources on or near vending machines to inform employees about healthier items and the role that vending machine selections play in supporting an individual’s overall 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 Detail about Disciplinary Measures].

# RELATED DOCUMENTS

[Nutrition Standards for Workplaces](https://www.osnpph.on.ca/membership/documents/loadDocument?id=960&download=1#upload/membership/document/nutrition-standards-for-workplaces.pdf) – Ontario Dietitians in Public Health, 2012

[Vending Machine Assessment Tool](http://www.osnpph.on.ca/workplace-nutrition-advisory-group) – Ontario Dietitians in Public Health, 2012 – Creating a Healthy Workplace Nutrition Environment

[Insert Any Additional Food and Beverage Policies]

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