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| Title: Take Charge Meet Smart 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# DISCLAIMER: PRINTED VERSIONS OF THIS DOCUMENT MAY BE OUT OF DATE.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

Eating the right type of food gives us energy so we can work better, be more productive, and enjoy our lives more, both on the job and at home. Proper nutrition and adequate physical activity can also help us manage stress and improve work performance. What we eat and drink while at meetings and other functions has a direct effect on our overall energy and nutrient intake, as well as our short-term and long-term health, especially if we attend these functions on a regular basis. [Company Name] is committed to support healthy eating at the workplace, which includes the implementation of supportive policies, in order to foster a healthy workplace nutrition environment.

# PURPOSE AND SCOPE

The purpose of this policy is to outline the healthy eating requirements and standards for all [Company Name] led or supported meetings, events, and workshops. This policy will help ensure that [Company Name]’s [Insert All Affected Persons e.g., employees, students, volunteers, clients, visitors] are able to achieve their healthy eating goals by promoting and supporting healthy lifestyle habits at all [Company Name] led or supported meetings, events, and workshops.

# POLICY

[Company Name] will promote healthy and productive meetings, events, and workshops by providing healthy food and beverage choices as recommended by Canada’s Food Guide at times when providing meals and snacks is warranted. This not only helps promote and support healthy employees, but serves to model behaviour that is consistent with good public health practice.

1. Whenever food and beverages are served at [Company Name] led or supported meetings, events, and workshops, healthy choices will be offered.
2. Food is only offered during [Company Name] led or supported meetings, events, and workshops that are over two hours long.
3. Meals should only be served if it is held over a traditional meal-time.
4. A voluntary physical activity break of at least 10 minutes will be included whenever meetings, events, and workshops are two hours or longer.

# ROLES AND RESPONSIBILITIES

* [Company Name] Staff and Management are responsible for ensuring compliance with this policy.
* [Company Name] staff responsible for ordering food and beverages for [Company Name] led or supported meetings, events, and workshops, are expected to comply with this policy and its procedures.

# PROCEDURE

1. **Visit** [www.wechu.org/meetsmart](http://www.wechu.org/meetsmart) **for a list of Meet Smart Certified caterers**. If selecting a caterer other than a Meet Smart Certified caterer, refer to the [Meet Smart Program Guide](https://www.wechu.org/sites/default/files/workplace%20wellness/meet%20smart/Mee_Smart_Book_Print.pdf) when selecting food options that can fulfill the healthy eating requirements.
2. **If providing meals or snacks, ensure they are balanced and include vegetable and fruit options**:

* When snacks are served, offer the following:
  + At least **one** choice from the Vegetables and Fruit food group;
  + At least **one** choice from the Grain Products, Milk and Alternatives, or Meat and Alternatives, food groups.
* When meals are served, offer the following:
  + At least **two** choices from the Vegetables and Fruit food group;
  + At least **two** choices from the Grain Products, Milk and Alternatives, or Meat and Alternatives food groups.

The following procedures should be adhered to as closely as possible, recognizing that there may be barriers such as limited healthy catering options, and financial constraints. [Company name] is committed to providing healthy options that align with as many of the following procedures as possible.

1. **Promote vegetables and fruit:**
   * Serve ready-to-eat fresh vegetables and fruit, either on their own or with a lower fat dip or yogurt;
   * Use fruit in salads, kabobs, or as toppings for oatmeal;
   * Add raw, grilled, or roasted vegetables to salads, sandwiches and pasta;
   * Provide a vegetable soup or salad for lunch or dinner.
2. **Promote whole grains, ensuring that at least 50% of Grain Products are whole grain:**

* Whole grain options include (but are not limited to) whole grain bread, brown rice, whole oats, and quinoa.

1. **Promote lean, protein-rich foods:**

* Provide lower fat option(s) when milk or milk alternatives are served (i.e., 2% M.F. or less for milk and yogurt, 20% M.F. or less for cheese);
* Offer meat alternatives including beans, lentils or tofu;
* Provide lean or extra lean cuts of meat (e.g., chicken or turkey breast, inside round roast, pork tenderloin);
* If processed meats are served, choose leaner meats (e.g., ham, beef, turkey, chicken).

1. **Promote sensible beverage choices:**

* Serve tap water (not bottled water) from reusable pitchers at meetings;
* Do not serve sugar sweetened beverages (e.g., pop, fruit flavoured drinks, iced tea);
* Provide decaffeinated or herbal options when caffeinated tea or coffee is served;
* Supply lower fat milk (i.e., 2% M.F. or less) in place of cream, flavoured cream, or coffee whiteners.
* If juice is served, make sure it is 100% juice. Fruit juice, even when labelled as “unsweetened” or “no sugar added”, contains a high amount of sugar, so provide smaller glasses to help control the portion size.

1. **Reduce the amount of added salt, sugar, and oils and fats that are served:**

* Request food be prepared with little or no added salt, sugar, or oils and fats;
* Ask for sauces, condiments, and salad dressings to be served on the side;
* Request that lower sodium sauces, condiments, salad dressings be offered;
* Ask for food to be free of artificial trans-fat;
* Choose reduced sodium broth or tomato-based sauces and soups, rather than cream-based;
* Ask for sandwiches to be prepared without margarine or butter;
* Limit cakes, pastries, cookies, and squares. If these foods are served, offer bite-sized versions or slice traditional sized portions into two or more portions.

1. **Ensure all food is handled according to safe food guidelines:**

* Check the food safety standing of the caterer. Visit the Meet Smart website ([www.wechu.org/meetsmart](http://www.wechu.org/meetsmart)) to review the inspection status and food star rating for Meet Smart Caterers. For all other caterers, check their food safety standing by visiting the Safe Food Counts health inspection reporting site [www.safefoodcounts.ca](http://www.safefoodcounts.ca);
* Make sure cold foods are kept cold (i.e., < 4°C or 40°F) and hot foods are kept hot (> 60°C or 140°F) throughout the entire service period;
* Make sure table surfaces where food will be served are cleaned;
* Make sure utensils, such as tongs, are provided to prevent direct hand contact with self-serve food items.

1. **Support individual dietary needs:**

* Offer foods that accommodate participants’ food restrictions and dietary needs;
* Label foods that contain any amount of the top ten common allergens (i.e., eggs, milk, mustard, peanuts, seafood (fish, crustaceans, shellfish), sesame, soy, sulphites, tree nuts, and wheat) when participants’ allergies are not known;
* Take into account cultural diversity when planning the menu. Review the [Meet Smart Cultural Considerations Guide](https://www.wechu.org/sites/default/files/workplace%20wellness/meet%20smart/Meet_Smart_Cultural_Resource_Print.pdf) for ideas and information;
* Offer a vegetarian option at meals, including entrees made with beans, lentils, or tofu.

1. **Whenever possible, make choices that are respectful of the environment:**

* Request food that has been grown or processed locally or in Ontario;
* Reduce waste by recycling, choosing food and beverages that have minimal packaging, and opting for reusable tableware (e.g., plates, glasses, utensils), when possible;
* Offer sustainable seafood option(s), when seafood is served.

**Sample Lunch Menu:**

* Garden salad with dressing on the side;
* Whole grain sandwiches, pitas, wraps, or tortillas, with fillings made from:
  1. Sliced lean meat (e.g., chicken or turkey breast, roast beef, ham);
  2. Salmon, tuna, or egg salad (request that less mayonnaise to be used, and to use a lighter version);
  3. Vegetables and hummus;
* Assorted fruit platter;
* Assorted unsweetened beverages.

**Sample Snacks:**

* Skewered fruit and cheese with mini whole grain muffins;
* Unsalted trail mix and vegetable tray with yogurt or sour cream dip;
* Milk and fortified soy beverage with assorted whole fruit;
* Whole grain pita slices and vegetable tray with salsa and hummus or bean dip.

# 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

[Meet Smart Program Guide](https://www.wechu.org/sites/default/files/workplace%20wellness/meet%20smart/Mee_Smart_Book_Print.pdf)

[Meet Smart Cultural Considerations Guide](https://www.wechu.org/sites/default/files/workplace%20wellness/meet%20smart/Meet_Smart_Cultural_Resource_Print.pdf)

[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 Healthy Vending Policy.