

Workplace food & nutrition policy – sample template

This workplace food & nutrition policy template is an *example only* and is intended to be adapted to suit your organisation. The scope of this policy example includes ensuring healthy choices are available at meetings, functions, events and foodservices (including cafeterias, cafés and vending machines). It can be used as a stand-alone document but it is recommended that the policy be used as part of a broader workplace health and wellness program.

Policy goal

<Insert organisation name> recognises and values the importance of healthy eating in promoting people's health and wellbeing, and we encourage and support our staff, clients and visitors to make healthy eating choices. Through this policy we will ensure that a variety of healthy foods and drinks that meet the NZ Food and Nutrition Guidelines are available at all our meetings, functions, events and onsite foodservices.

Rationale

Serving healthier food in the workplace is an important part of promoting health and wellbeing among our staff. Healthy eating is essential for good health and contributes to positive wellbeing. <Insert organisation name> is in a key position to encourage and support a healthy lifestyle for our staff by providing and promoting healthier foods and drinks at all meetings and events where catering is provided and at onsite foodservices.

Workplace environments that support health can significantly contribute to improved health and wellbeing of their workforce by reducing health risk factors. Increasing the availability of fruits and vegetables, and limiting the availability of high fat, high sugar, high salt and nutrient-poor foods and drinks (such as deep-fried foods and soft drinks) are key components of the <insert organisation name> workplace healthy catering policy.

Scope

This policy applies to all food and drinks served or available at <insert organisation name> internal and external meetings, functions, events (including workshops and training) where catering is provided for staff, clients and visitors and onsite foodservices (including cafeterias, cafés and vending machines). This policy also extends to food and drinks provided by the organisation for fundraising purposes. It does not apply to food and drinks brought from home by staff for their personal use, or to share for personal celebrations such as birthdays or farewells. However, <insert organisation name> encourages providing healthy eating options on these occasions.

Nutrition standards

All catering provided at <insert organisation name> will reflect the foods and drinks recommended by the Ministry of Health Food and Nutrition Guidelines.

Development and implementation

The policy has been developed by the <insert organisation/committee name> and is guided by healthy eating recommendations and workplace healthy catering policy guidelines from government and health authorities.

- Policy implementation will commence on <insert date – day/month/year>.
- <Insert staff member/departments/committees names> will be responsible for implementing and reviewing this workplace healthy catering policy.

Communication

The <insert organisation/committee name> will be responsible for actively promoting this policy and promoting healthier catering choices and healthy eating practices within <organisation name>.

- All staff members and volunteers of <insert organisation name> will be made aware of the workplace healthy catering policy.
- This policy will be included in staff information and induction packs, and can also be accessed a PDF from <insert organisation name> website.
- This policy will also be communicated using other strategies including newsletters, via the intranet, at relevant staff meetings and on bulletin boards.

Monitoring, compliance and review

<Insert staff member/departments/committees names> will be responsible for the monitoring, compliance and review of this workplace healthy catering policy.

- A healthy catering monitoring plan will be maintained by the <insert staff members/departments/committees names>. This may include developing and implementing a short survey for staff to complete that evaluates the use of the policy and seeks further suggestions for its improvement and ongoing implementation.
- All staff will be given the opportunity and encouraged to make comments and forward their suggestions to <insert staff member/departments/committees names>.
- The workplace healthy catering policy will be reviewed annually.
- Regular updates will be provided to staff via their line management.

Policy endorsement

We, the undersigned, hereby certify that this policy was endorsed by <insert organisation name> on <insert date – day/month/year>.

Committee chairperson

Signature: _____ Name: _____

Manager

Signature: _____ Name: _____

Date

<insert date – day/month/year>

This policy draft has been adapted from an Australian Heart Foundation version