



HEALTHY MEETING POLICY CHECKLIST

Healthy meeting policies must include the following elements:

- Rationale for the healthy meeting policy.
- Description of the nutrition standards that will be followed.
- Description of at least one workplace occasion where the policy will be adopted. Examples include:
 - Catered meetings
 - Conferences
 - Onsite events and activities
 - Offsite events
 - Employee celebrations
 - Events where employees bring food and beverages (potluck)
- Coverage of all facilities owned, leased or operated by the company.
- Description of how compliance will be ensured, including person(s)/position(s) responsible.

Healthy meeting policies may also include the following optional elements:

- Food and beverage items offered are required to be served within reasonable portion sizes that are consistent with the Dietary Guidelines for Americans 2015-2020.
- Food items that comply with the healthy nutrition standards are to be locally sourced and sustainable, when possible.
- Food items to fulfill special dietary requirements for attendees with certain food intolerances or allergies.
- Inclusion of structured or unstructured physical activity breaks in meeting agendas or opportunities for movement through interactive activities, standing or stretching during meetings/conferences/events.
- A list of resources.

HEALTHY MEETING SAMPLE POLICY

RATIONALE¹

{Company's name} recognizes the importance of creating a healthy environment for all employees and visitors on any property owned, leased, or operated by {Company's name}. {Company's name} is committed to making the healthy choice the easy choice for the health of our employees, partners and participants. The foods and beverages we consume greatly affect our health and productivity. The workplace environment can influence the adoption of healthy lifestyles, by making it easier for individuals to choose behaviors that promote health. Offering healthy choices at {meetings, conferences, events, special occasions, etc.} on our property is one step we can take to accomplish this objective. Healthy food and beverages such as fruits, vegetables, whole grains, lean proteins and water contribute to better health, positive well-being and help to prevent chronic diseases such as cancer, heart disease and diabetes. A healthy, balanced diet can also improve our productivity throughout the day and lower absenteeism.

POLICY

This policy establishes healthy food and beverages guidelines for {meetings, conferences, events, special occasions, etc.} sponsored or supported by {Company's name}. It includes all spaces and facilities owned, leased or operated by {Company's name}. Leadership will support and act as a role model to help establish a norm around healthier choices and behaviors.

Effective {date}, it is {Company's name} policy that when food or beverages are offered during {meetings, conferences, events, special occasions, etc.}, the items will meet following guidelines:

Nutrition Guidelines *(One or more nutrition components must be included to write and implement an acceptable policy. The following bullet points are policy suggestions.)*

- **Food and snacks:**
 - Provide food only when meetings last three or more hours; and do not provide food unless it occurs during meal-time.
 - Offer fruits and/or vegetables every time food is offered or served.
 - Provide at least one whole grain choice when food is offered or served.
 - Anytime food is offered or served there must be at least one healthy choice available.²
 - Offer lower-sodium options whenever possible (unsalted nuts, reduced sodium cheese).
 - Serve lean protein, such as poultry, fish, shellfish or lean meat.
 - Provide a vegetarian option.
 - Offer grilled, baked, poached, roasted, braised or broiled foods rather than fried.
 - Serve healthier condiments and dressings and offer them on the side.
 - Limit dessert options and/or replace with fruit or other healthful foods such as granola and yogurt.
- **Beverages:**
 - If possible, offer water at every meeting/conference regardless of length.
 - Make water the default beverage at every meeting/conference.
 - Serve fat-free or low-fat milk.
 - Serve 100% fruit or vegetable juice, 100% juice diluted with water or fruit/vegetable infused water.
 - Serve no or low-calorie beverages with fewer than 10 calories per 8 ounce serving.
 - Do not offer high calorie, sugar-sweetened beverages.
 - Provide coffee, tea and decaffeinated options.
 - Replace high-fat, sweetened creamers with low-fat or fat-free milk or milk alternatives.



- Use smaller size cups (4-8 ounces) to serve regular beverages, with the exception of water.

(Optional) Employees responsible for planning {meetings, conferences, events, special occasions, etc.} shall also abide by the following physical activity guidelines:

Physical Activity Guidelines

When possible, encourage and implement structured or unstructured physical activity throughout {meetings and conferences}.

- Include a written listing of breaks in meeting agendas or meeting materials to ensure breaks take place.
- Announce the break schedule at the beginning of meetings.
- Create opportunities for movement both during the meeting and during breaks by planning interactive activities.
- Encourage attendees to stand, stretch or move around at any time during the {meetings and conferences}.
- Ensure that meeting attendees understand that participation in structured or unstructured physical activities is voluntary.
- Consider a range of options for all attendees' physical abilities and health conditions.

ACCOUNTABILITY

Employee

Encourage employees to share responsibility for promoting a healthy meeting environment by encouraging colleagues, visitors and others to comply with the policy. Should the employee encounter difficulty with implementing this policy, he/she should contact their supervisor.

Supervisor

Supervisors are responsible for implementing and enforcing {Company Name}'s healthy meeting policy among employees. This includes ensuring employees are adequately informed of the policy and of the disciplinary actions that will be taken should they not meet compliance, as well as providing resources to support the policy.

¹ Center for Science in the Public Interest. Protecting Our Health. Healthy Meetings. Retrieved September 13, 2016, from <https://cspinet.org/protecting-our-health/nutrition/healthy-meetings>

² Washington State Department of Health. Healthy Nutrition Guidelines – Implementation Guide for Meetings and Events. Retrieved September 13, 2016, from <http://www.doh.wa.gov/CommunityandEnvironment/WorksiteWellness/HealthyNutritionGuidelines/MeetingsEvents>