

# Sample Food & Beverage Policy

<b>POLICY: Food and Beverage</b>	<b>Section: Administration</b>
<b>Approved by: CEO</b>	

## **Background**

Healthy eating and drinking are fundamental to good health in regard to improving the ability to handle stress, achieving optimal work performance and having plenty of energy. Healthy eating and drinking are also important for prevention and control of many health problems, such as heart disease, high blood pressure and Type 2 diabetes. Research shows that employees who eat well are, among other things, happier and more productive, which helps to create a better work environment for all.

The well-being of employees is an important element of Sample Company's Core Value: People Centered Approach and we know that issues and programs impacting health are equally important to you. It is for this reason that Sample Company is committed to providing healthy snacks and multiple ways for employees to access fresh water, including filtered water at the tap, infused water in each kitchen and drinking fountains with bottle refilling stations.

Sample Company will ensure access to a variety of healthy foods and beverages at Sample Company-sponsored employee activities, meetings and events. (See Sample Company's Food and Beverage Guidelines.)

## **Employee meetings, functions and events**

Caterers for Sample Company employee events will be asked to provide a variety of healthy food and beverages based on recommendations outlined in the *Sample Company's Food and Beverage Guidelines*. For all catered meals, Sample Company will provide vendors with the *Sample Company Food and Beverage Guidelines* and request that menus follow the guidelines whenever possible.

For food and beverages that are purchased directly by Sample Company (reimbursable to employees), for employee events such as workshops and meetings, food and beverages should, to the greatest extent possible, follow the *Sample Company Food and Beverage Guidelines* so that healthy foods and beverages are available for employees.

## **Special considerations**

**Traveling Employees** — We recognize that traveling poses additional challenges with fewer food and beverages available in hotels and airports. We appreciate the efforts of our traveling staff to find the best possible food and beverages and encourage that practice to continue.

**Special diets** — Because employees may have dietary restrictions (vegan, vegetarian, gluten intolerance, food allergies, etc.) Sample Company will take these special needs into consideration and provide broader foods and beverages at meetings, functions, and events.

# Sample Company Food and Beverage Guidelines (when purchased by Sample Company or employee-related events)

Healthy foods are high in vitamins and fiber and low in saturated fat, added sugars and sodium. Healthy foods are also free of artificial sweeteners. To the extent possible, food items available for employees will meet the following guidelines:

## 1. Nutrient levels

- **Fat:** equal to or less than 4 grams per 100 calories with the exception of nuts, seeds, nut butters and one-ounce servings of cheese.
  - **10 percent or less of total calories from saturated fat**
  - **Trans-fat free**
- **Sugar:** equal to or less than 10 grams per 100 calories with the exception of fresh and dried fruit without added sugars
  - **For food products with naturally occurring sugars (lactose and fructose)—** yogurt and milk no more than 22 grams for unflavored items and 30 grams for flavored items total sugar per 8-ounce portion
- **Sodium:** less than 10 percent daily value of sodium
- **Fiber:** half of the available grain items will be whole grains

## 2. Portion sizes

- When possible, serve or make it easy to access foods in portion sizes that meet nutrient guidelines. Suggested portions include:
  - 100 percent juice in 4-6 ounce cans or glasses
  - Mini bagels and muffins
  - Mini desserts

## 3. Beverages

- Offer the following beverages:
  - Water (without added sugar or artificial sweetener)
  - Unsweetened tea
  - Coffee (as a condiment, sugar and artificial sweetener, and half and half may be offered)
  - Milk
  - 100 percent juice
- Not offered:
  - Soft drinks (diet or regular)
  - Sports drinks (including energy drinks and vitamin waters)
  - Powdered non-dairy creamers