

Example - Healthy Meetings Policy

Background

To support a culture of wellness for our employees, clients, and guests, _____ has adopted a Healthy Meeting Policy. There is substantial research indicating that our immediate environment shapes our ability to eat healthfully and stay active. By providing opportunities to be active during the workday and including healthy food and beverage choices whenever food and/or beverages are provided at _____ functions, staff will be helping to support healthy lifestyles for their coworkers, clients, guests, and the community. With the work our employees are doing with external partners, it's important that we set a good example in our own workplace and practices.

This policy applies to all meetings and events where _____ employees, interns, and volunteers will be using _____ funding to provide food and beverages to staff, clients, guests, and the public. Physical activity and environmental considerations are integral pieces of the policy as well. This policy is not intended to apply to celebrations where _____ or grant funds are not used. A Healthy Meetings Toolkit has been developed to aid staff in implementation of this policy.

Healthy Meeting Policy

Food and Beverages:

When _____ funds (including grants and contracts funding) are used to purchase food and/or beverages for meetings, trainings, and events, staff must incorporate the following:

1. Consider whether you need to provide food at the meeting.
2. Ensure that tap water is available; avoid bottled water unless necessary.
3. Do not purchase any sugar-sweetened drinks. This includes sodas, energy drinks, sport drinks, juices less than 100% fruit juice, and sweetened tea/coffee drinks.
4. Include at least one fruit or vegetable option.
5. Serve whole grain products whenever possible.
6. Serve salad dressings and condiments on the side whenever possible. If it is not possible, ask that salads be lightly dressed.
7. Provide a healthy option (e.g. fresh fruit) whenever you are providing desserts. If possible, cut traditional dessert servings in half.

Physical Activity:

1. Provide a voluntary activity break for meetings that last more than one hour. Include the activity break on the meeting agenda.
2. Consider a walking meeting when scheduling a meeting with three or less attendees.
3. Avoid scheduling meetings over the lunch hour whenever possible. Encouraging employees to take their lunch break provides both a physical and mental break.

Environmental Considerations:

1. Consider whether or not the goals of the meeting can be achieved with a teleconference format.
2. Reduce the amount of paper at meetings by emailing handouts to attendees prior to the meeting and limiting printed handouts.
3. Encourage attendees to bring their own utensils and flatware to meetings when food will be provided.
4. Additional Reference Materials: