**Healthy Food & Beverage Policy Template: Vending and Meeting/Events**

[Company Logo]

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| POLICY NAME: Food and Beverage Policy (Vending and Meeting/Event Activities) | EFFECTIVE DATE: LAST REVISION :  |
| DEPARTMENT:  | POLICY NUMBER:  |

**PURPOSE:** To create a supportive environment by providing a variety of healthy options for meetings and other functions.

[Company Name] acknowledges foods and beverages in the workplace can have a great impact on the health. By improving access to healthy foods and beverages, we can help support the health of our employees and visitors.

**VENDING GUIDELINES**

Vending machines should offer a variety of options and ensure at least 50% of items meet following guidelines (per serving):

* Calories: 200 calories or less
* Fat: Equal to or less than 4g per 100 calories or 35% or less of total calories, except for nuts, seeds and nut butters

\*Note: For 30% or less of total calories, choose products with less than 3.3 g per 100 calories

* + <10% or less of total calories from saturated fat. (per 2.5 g per 200 calories)
	+ Free of artificial trans-fat or partially hydrogenated oils
* Sugar: Equal to or less than 9 g per 100 calories
	+ 35% or less of weight from total sugar, except fruit without added sugar.
		- For yogurt and milk, no more than 22g [if unflavored] and 30g [if flavored] total sugar per 8-oz portion
* Sodium: 200 mg or less
	+ Due to availability of lower sodium products, will take time to achieve 100% purchase of products with 200 mg or less of sodium
* Fiber: Made with whole grains (\*'Whole grains' listed first on ingredient label)
* Protein: Greater than or equal to 4 g protein
* Portion sizes: When possible, offer items in single-serving packaging

**SNACK GUIDELINES**

* If company funds are used to purchase and provide snack foods, options should avoid serving calorie dense low nutrition snacks (donuts, cookies candy, chips, full fat ice cream, cake, etc.) or serve in portions sizes with 200 calories or less, and ensure that at least half of the snack foods include healthy options such as:
* Fresh fruits and vegetables
* Whole grain foods
* Nuts and seeds with low sodium/no added salt
* Low fat dairy products
* Pre-packaged snack foods should be served in portion sizes that are 200 calories or less.

**CATERED/PREPARED MEAL GUIDELINES**

* If company funds are used to purchase catered or prepared meals, the following guidelines should be discussed with the selected vendor regarding meal options:
* Foods should be prepared in a way that minimizes cholesterol, trans fat and saturated fat
* Consider a variety of protein foods as well as healthy alternatives to meat and poultry
* A vegetarian meal option should be available
* Ensure meals include one or more of the following:
	+ Fresh fruit
	+ Dark green, red and orange vegetables
	+ Beans and peas
	+ Whole grain options should be selected over refined grain
	+ Deserts should be served in reasonable portion sizes