

SAMPLE FOOD AND BEVERAGE POLICY

Policy #: _____

Approved by: _____

Effective date: _____

Revised: _____

[Worksite] Healthy Food and Beverage Policy

Purpose

[Worksite] is committed to providing a work environment that promotes the consumption of healthy foods and beverages while at work.

Scope

This policy applies to all [Worksite] property. "[Worksite] Property" as used in this policy refers to [Worksite] cafeterias, vending machines, potlucks, meetings, catered events, and breakrooms.

Definitions

We suggest using the Kansas Health Foundation's Healthy Food and Beverage/ Catering Guidelines provided in the following pages to define healthy foods allowed at your worksite.

Education and Implementation

The [Worksite] food and beverage policies will be posted in employee breakrooms, promoted through multiple communication channels, and presented at new employee orientations to inform all employees.

Employees wanting more information on the food and beverage policies may seek additional information from (human resources, worksite wellness coordinator/wellness champion) or access this policy at (insert website or location).

Consequences for Noncompliance

All employees of [Worksite] are expected to comply with this policy when planning company-sponsored events or meetings. Failure to comply will result in disciplinary action.

KHF HEALTHY FOOD AND BEVERAGE GUIDELINES

Guidelines

Healthy foods are high in vitamins and fiber and low in saturated fat, added sugars, and sodium (salt). Healthy foods are also free of artificial sweeteners. Healthy snack foods include:

- Fruits and vegetables
- Whole grains
- Nuts and seeds
- Low fat dairy products

Each snack food item available for staff and at organization activities will meet the following guidelines:

1. Nutrition Standards' Nutrient Levels

- **Calories:** 200 calories or less
- **Fat:** Equal to or less than 4g per 100 calories
 - 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)
 - Trans-fat free
- **Sugar:** Equal to or less than 9 g per 100 calories
 - 35% or less of weight from total sugar, except fruit without added sugar.
 - Specifications of food products with naturally occurring sugars (lactose and fructose): [Yogurt and milk, no more than 22 g [unflavored items] – 30 g [flavored items] total sugar per 8-oz portion]
- ***Sodium:** 200 mg or less
 - Due to availability of lower sodium products, sodium guidelines may be difficult to meet and will take time to achieve 100% purchase of sodium products with 200 mg or less
- **Fiber:** Half of the available grain snack items will be whole grains
- **Protein:** Snack items will include options with greater than or equal to 4 g protein

2. Portion sizes

- When possible, serve or make it easy to access foods in portion sizes that meet nutrient guidelines. Suggested portions include the following:
 - a. 100% juice in 4-6 oz. cans or glasses

Prepared by Claudia Hohnbaum, Healthy Kids Challenge

Created: 5/22/12

Approved: 06/19/2012

Revised:



- b. Mini bagels and muffins

3. Beverage Clarifications

- The following beverages will be offered:
 - a. Water (without added sugar or artificial sweetener)
 - b. Non-sweetened tea
 - c. Coffee
 - d. Low-fat (1% or 1/2%) and-or skim milk
 - e. 100% juice (not greater than 4-6 oz.)
- Coffee sweeteners and “creamers”:
 - a. Used as only a condiment, sugar and artificial sweeteners will be offered
 - b. Non-fat dry milk or skim milk
- The following beverages will not be offered:
 - a. Soft drinks: Neither regular or diet soft drinks will be offered
 - b. Sports drinks: Neither energy drinks, or vitamin waters will be offered

4. Other Clarifications

- “Diet”, “light”, “lite” or other foods containing artificial sweeteners are not considered healthy
- Rationale for inclusion of sugar and artificial sweetener as a coffee condiment but not as a soft drink:
 - o Both added sugar and sugar subs are unhealthy choices
 - o As a condiment it is a small amount—controlled by the individual and required by some individuals for chronic health problems (such as diabetes)
 - o As a beverage it is a large amount; not always an individual choice when other beverage options are not available
- Non-fat (without fat) generally refers to fat-free dairy products
- FDA defines “low-fat” as 3 g or less fat per serving
- FDA defines “light” as a reference to 4 different claims:
 - a. At least one-third fewer calories per serving than a comparison food; or
 - b. Contains no more than half the fat per serving of a comparison food. If a food derives 50% or more of its calories from fat, the reduction must be at least 50% of the fat; or
 - c. Contains at least 50% less sodium per serving than a comparison food; or
 - d. Can refer to texture and/or color, if clearly explained, for example, “light brown sugar.”
- Light when attributed to a claim for yogurt generally refers to fewer calories resulting fully, or in part, from the substitution of artificial sweeteners for sugar.

Prepared by Claudia Hohnbaum, Healthy Kids Challenge

Created: 5/22/12

Approved: 06/19/2012

Revised:



Sources:

- Institute of Medicine, Nutrition Standards for Foods in Schools
- 2010 Dietary Guidelines for Americans
- Kansas State Board of Education Vending Machines/School Stores Guidelines

Prepared by Claudia Hohnbaum, Healthy Kids Challenge

Created: 5/22/12

Approved: 06/19/2012

Revised:



KHF Healthy Catering Guidelines



GUIDELINES

BEVERAGES

- Ice water
- Bottled spring or sparkling water – regular or flavored with no sugar
- 100% fruit or vegetable juices – avoid large-size bottles
- Skim or 1% milk
- Coffee and flavored coffees – regular and decaffeinated
- Tea – regular and herb teas – hot or cold
- Coffee and tea creamers of skim milk, 1% milk or fat-free half & half

BREAKFAST MEETINGS

- Fresh fruit
- Yogurt – flavored non-fat or fat-free
 - ★ Note: light (or lite) yogurts containing artificial sweeteners do not meet guidelines
- Bagels – 3-1/2" diameter or less; serve with low-fat cream cheese, jam or jelly
- Muffins – small or mini (5 g fat or less per muffin)
- Fruit bread (5 g fat or less per 1 oz. slice)
- Granola bars – low-fat, low sugar (5 g fat or less per bar)
- Low Fat Protein
- Beverages from "Beverages" list

SNACKS

- Fresh fruit – cut up and offered with low-fat yogurt dip
- Raw vegetables – cut up and offered with fat-free or low-fat dressing or salsa dip
- Pretzels – served with sweet mustard dip
- Tortilla chips – baked and offered with salsa dip
- Popcorn – lower fat (5 g fat or less per serving)
- Whole grain crackers – (5 g fat or less per serving)
- Angel food cake with fruit topping
- Beverages from "Beverages" list

CATERED LUNCHEES & DINNERS

- An entrée with no more than 12 to 15 g fat. (3 oz. low fat meat per lunch and 4-5 oz. dinner)

- Use lower fat or fat-free preparation methods to serve added fats like dressings or condiments on the side and to provide the number of calories and fat grams in entrées if available.
- Serve items that are broiled, baked, grilled or steamed rather than fried or sautéed
- Choose entrées in tomato-based sauces rather than cream, butter or cheese sauces
- Always offer a vegetarian entrée
- Avoid fried foods or cream sauces
- Include fresh fruit
- Include at least one vegetable – fresh or cooked, with no butter or cream sauces added
- Serve salads with dressing on the side – offer at least one low-fat or fat-free dressing.
 - If pasta and potato salads are considered, make with low fat/fat free dressing and added vegetable.
- Include whole grain breads (unbuttered)
 - If bagels and muffins are served they should be “mini” size
- Choose lower fat/lower calorie desserts
 - Cut up fresh fruit and offer with low-fat fruit yogurt dip, low-fat ice cream or frozen yogurt, sherbet or sorbet,
 - Angel food cake with fruit topping
 - Include toppings such as a granola/nut/brown sugar topping for yogurt on the side.
- Choose lower salt items when possible, (i.e., avoid sauerkraut, pickle garnishes, salted nuts, hot dogs, lunch meats, soy sauce)
- Beverages from “Beverages” list
- Local Kansas foods when possible

BOX LUNCH SANDWICH Suggestions (ALWAYS INCLUDE A VEGETARIAN OPTION):

- Whole grain breads or pita wraps –
 - lettuce, sprouts, tomatoes, onions, mustard or catsup
 - Low-fat mayonnaise or mayonnaise type dressing on the side
- Lean beef, poultry or marinated tofu – low-fat (3 g fat/oz) thinly sliced, 2-3 oz. total protein
- Salmon (poached or steamed, no breading)
- Cheese – 1 oz
- Toppings:
 - Pretzels or baked chips (7 g fat or less per oz.)
 - Fresh fruit
 - Fresh fruit cut up and offered with low-fat yogurt dip

- Raw vegetables cut up and offered with fat-free or low-fat dressing, salsa or tofu dip
- Raw vegetable salads marinated in fat-free or low-fat Italian dressing
- Pasta, tofu, and vegetable salads with fat-free or low-fat dressing
- Vegetable spring rolls – fresh, not fried
- Cheese cut into 3/4" squares or smaller
- Whole grain crackers 5 g fat or less per serving
- Cake cut into small 2" squares
- Angel food cake slices with fruit topping
- Beverages from "Beverages" list

Meal Nutrient "Gold" Standards (when nutrients are known):

Lunch and Dinner

- 750-850 Calories
- $\leq 35\%$ Calories from fat (29-33 g fat)
- $< 10\%$ Calories from saturated fat (8.3 g – 9.4 g)
- < 40 g added sugar (excluded - unsweetened fruits and dairy)

Breakfast

- 450-600 Calories (Breakfast)
- $\leq 35\%$ Calories from fat (18-23 g)
- $\leq 10\%$ Calories from saturated fat (5-7 g)
- < 25 g added sugar (excluded- unsweetened fruits and dairy)

Resources:

- USDA Meal Standards (Grades 9-12)
- North Carolina Eat Smart and Move More
- Network for a Healthy California
- University of Minnesota School of Public Health
- Dietary Guidelines for Americans

Nutrient Information for Catered Snacks (Sources: Kansas State Board of Education Vending Machines and School Stores Guidelines and Nutrition Standards for Foods in Schools – IOM/CDC)

- Fat - 35% or less of total calories (or less than 4g per 100 calories), except for nuts, seeds and nut butters
- Sugar - 35% or less of weight from total sugar (or less than 9 g per 100 calories), except fruit without added sugar.
- Calories - 200 calories or less
- Non-caloric water
- Only low-fat (1% or 1/2%) and-or skim milk
- Soy or rice beverage with 35% or less of weight from total sugar (less than 9 grams per 100 calories)
- 100% juice
- Foods and beverages are free of artificial sweeteners



KHF Healthy Catering Menu Checklist

Sandwiches and Wraps

- Whole grain-low fat bread
- Whole grain low-fat/fat free tortilla
- Low fat cheese replaces regular cheese
- Low fat/lean meats (no sausage, hot dogs, lunch meats)
- Lower sodium meats (no sausage, hot dogs, lunch meats)
- Low-fat vegetarian option
- Low-fat/fat free cream cheese
- Low-fat/fat free mayonnaise
- Low-fat/fat free sour cream
- Low-fat/fat free salad dressing

Salads

- Low fat cheese
- Low fat, lean meats
- Low fat salad dressing for regular
- Low fat croutons or similar toppings on side (or 1/2 usual portion)
- Salad dressing on the side

Box Lunch Sides

- Baked chips to replace regular chips
- No chips because low-fat version is not available
- No cookie
- Pasta salad prepared with low-fat dressing
- Potato salad prepared with low-fat dressing
- Coleslaw prepared with low-fat dressing
- Fresh fruit
- Fresh vegetables with low-fat or no dip

Fruit and Vegetable Trays

- Fresh fruit
- Fresh vegetable (if dip accompanies, it is low fat dip)
- Low-fat or no cheese if it is a part of the tray

Condiments

- Low-fat margarine
- Salsa
- Low-fat/fat free salad dressing
- Lower fat gravy or sauces replace regular

Entrees

- Low-fat (baked, broiled, steamed, grilled) protein - No greater

Prepared by Claudia Hohnbaum, Healthy Kids Challenge

Created: 5/22/12

Approved:

Revised: 06/07/2012



than 3 ounces for lunch
<input type="checkbox"/> Low-fat (baked, broiled, steamed, grilled) protein - No greater than 4-5 ounces for dinner
<input type="checkbox"/> Entrees prepared without sauce or gravy
<input type="checkbox"/> Entrees prepared with tomato-based, non-cream, or other low-fat/fat free sauces
<input type="checkbox"/> Vegetarian option

Dinner Menu Items
<input type="checkbox"/> Baked Potatoes with toppings on the side
<input type="checkbox"/> Steamed or raw vegetables
<input type="checkbox"/> Whole grain breads/rolls, unbuttered
<input type="checkbox"/> Salads with low-fat/fat free dressing
<input type="checkbox"/> Fresh fruit
<input type="checkbox"/> Low-fat (whole grain) breads replace high fat croissants, Foccacia or quick breads
Soups
<input type="checkbox"/> Low-fat/fat free vegetable soup
<input type="checkbox"/> Cream soups made with low-fat/non-fat milk
Beverage
<input type="checkbox"/> 100% vegetable or fruit juice (4-6 oz and not larger)
<input type="checkbox"/> 1% or skim milk
<input type="checkbox"/> Bottled water (no flavoring or additives)
Portion Size
<input type="checkbox"/> A mini bagel replaces "regular size" size (3 ½ inch or smaller)
<input type="checkbox"/> A mini muffin replaces regular size (2 ½ inch or smaller)
<input type="checkbox"/> Mini cookies
<input type="checkbox"/> Small "tasting" sizes of desserts with added sugar or higher in fat
<input type="checkbox"/> Sandwiches cut in halves
<input type="checkbox"/> Higher fat sauces/gravies in smaller amounts
Lower Sugar Ingredients
<input type="checkbox"/> Eliminate or reduce sweet sauces
<input type="checkbox"/> Use fresh fruits
<input type="checkbox"/> No artificial sweeteners
Other Information
<input type="checkbox"/> Calorie and fat information are available
<input type="checkbox"/> Catering available for group sizes _____

Prepared by Claudia Hohnbaum, Healthy Kids Challenge
 Created: 5/22/12
 Approved:
 Revised: 06/07/2012



- | |
|--|
| <input type="checkbox"/> Catering delivery for group sizes |
| <input type="checkbox"/> Eco-friendly serving containers |