



Sample Policies

The importance of healthy policies in the workplace.

You need a strategy for developing, communicating and enforcing a set of policies and practices that reflect your standards of acceptable behavior.

Successful policies and procedures do more than draw boundaries; they also recognize and address people's needs. With the right policies in place that focus on a primary goal, such as eliminating sugar-sweetened beverages, your worksite will ultimately be improving individual performance in the workplace.

In business – small or large – it is not just about meeting certain goals, but also how you achieve them. Making small and doable changes can make a big difference. It doesn't always take dollars, it takes leadership.

Here are a few examples of how to write your own policy eliminating sugar-sweetened beverages:

Government example

Huntington Park

Nutrition Standards: City Facilities and Vending

Description: Requires that 100% of the beverages sold in vending machines on city property, as well as 100% of the beverages served at all meetings, programs, and events led or coordinated by City staff and programs, or purchased using city funds, meet the following nutrition standards:

- 1) Water
- 2) Fruit or vegetable based containing 100% juice without added caloric sweeteners
- 3) Milk products that are 1% (low fat), or nonfat
- 4) Unsweetened tea
- 5) Diet drinks

"Pasadena Healthy Food and Beverage Vending and Procurement Policy." Pasadena, CA. Implemented August 2012.
http://www.ci.pasadena.ca.us/publichealth/Nutrition_and_Physical_Activity_Program/

Child care example

Sugar-sweetened beverages (SSB's) often do not aid in meeting the daily nutritional requirements for children at [Facility Name] and therefore will not be served. Water is served as the first choice for thirst between meals. While whole fruits have added nutritional benefits to fruit juices, 100% fruit juices can be served occasionally as a suitable substitute to whole fruits. However, sweetened beverages and 100% fruit juice are not served to infants less than 12 months of age. Children over age one year may be served 100% fruit juice from a cup. The amount of 100% fruit juice served to children is limited. Water will be offered to each child after the recommended daily amount if 100% fruit juice has been consumed.

- Children aged one-two: no more than 4 ounces of pasteurized 100% fruit juice per day.
- Children aged three-six: no more than 6 ounces of pasteurized 100% fruit juice per day.
- Children aged seven and up: no more than 8 ounces pasteurized of 100% fruit juice per day.

Childcare providers/early childhood educators and parents are role models for youth in developing healthy feeding and nutrition habits. During work hours while caring for children, these providers/educators will refrain from consuming SSB's. They will role model drinking water for thirst. Parents will refrain from bringing, or allowing a child to bring, SSBs when the child comes for daycare/preschool. If these items are brought when the child is delivered for care/education, staff will ask the parent/guardian to take it or dispose of it.

*"Challenge Chippewa Toolkit." Chippewa, WI.
http://www.chippewahealth.org/challenge_chippewa_toolkit.pdf*

Worksite example

Central District Health Department

The Central District Health Department and its employees are to set the example for offering healthy food and beverage options. Healthful food and beverage options including those that are low sugar, low fat or fat free shall be purchased when available. All organization-sponsored food and drinks shall meet the criteria listed below.

Beverages

- Water: This includes bottled or sparkling water, regular or flavored, with no added sugar
- 100% fruit or vegetable juices may be offered. Juice containers must be 8 fluid ounces or smaller.
- Skim or 1% milk (regular or lactose-free)
- Coffee: regular and decaffeinated may be offered. Sugar, sweeteners or creamers may be offered in individual pack servings. All coffees must contain ≤ 25 calories per 8 ounces.
- Tea: regular and herb teas. This includes hot or cold presentations. Only unsweetened teas shall be offered. All teas must contain ≤ 25 calories per 8 ounces.
- Soy milk may be served as long as the serving does not exceed 100 calories.
- Soft drinks such as sodas, colas and pops shall not be offered.

Medical facility example

Policy Statement

In an effort to promote a healthy environment for patients, staff, and visitors, and to serve as a model of health promotion, [Facility Name] will implement a plan to reduce the provision of sugar-sweetened beverages (SSBs) from their Patient Services Department and ultimately eliminate SSBs from patient delivery.

Purpose

To model healthy beverage choices and improve the health of patients under the care of [Facility Name].

Scope of Policy

This policy pertains to all beverages offered to patients, including, but not limited to, meal trays and patient nourishments/snacks. This policy excludes any sugar-sweetened beverages prescribed by the patient's doctor or recommended by a registered dietitian. Employees and visitors will continue to have personal choice of any beverages they purchase outside of the hospital and bring to work (consistent with any existing environmental health and safety regulations).

"Healthy Beverage Toolkit". Boston MA. January 2012.

<http://www.bphc.org/programs/cib/chronicdisease/healthybeverages/Pages/Home.aspx>

School example

Oakland Unified School District

Food & Beverages Served/Sold

The District shall meet or exceed compliance with SB 965 regarding beverage items served/sold to students in a la carte, vending machines, fundraising, and student sales. Only the following beverages shall be allowed:

- a) 100% fruit juice
- b) Nonfat and 1% milk (including chocolate milk)
- c) Organic Soy Milk
- d) Water

Any food served or sold in school sponsored after school activities shall adhere to the nutritional standards of the Wellness Policy.

"Oakland Unified School District Wellness Policy 5030 Nutrition Administrative Regulations." Oakland, CA. September 2007.

<http://publicportal.ousd.k12.ca.us/19941027141651883/blank/browse.asp?A=383&BMDRN=2000&BCOB=0&C=58147>