

Example: Workplace Nutrition Policy

A nutrition policy for:

Effective from:

Next review date:

Purpose:

The purpose of this policy is to demonstrate to employees that (name of workplace) management has a commitment to the health and wellbeing of its employees and their families by following the New Zealand Food and Nutrition Guidelines¹ (see Appendix 1) in any initiatives involving food.

(Name of workplace) will act as a role model with a commitment to the promotion and provision of healthy food choices at the workplace.

Scope:

This policy covers any provision of food to staff including work functions, workshops and seminars, the workplace cafeteria, snack boxes, and social functions.

Strategies:

1. Food and drink provided at work functions (e.g. board room lunches, workshops and seminars) will meet the Food and Nutrition Guidelines (see Appendix 1) and will be in line with the (name of workplace) Catering Guidelines (see appendix 2).
2. Healthy food choices will be provided and promoted in the workplace cafeteria and in other (name of workplace) tenanted facilities. The food will include choices that meet the Food and Nutrition Guidelines (see appendix 1). Safe food practices will be followed with all food supplied.
3. At workplace social events, moderation will be encouraged with the consumption of alcohol. Non-alcoholic beverages and substantial food will be provided that meets the Food and Nutrition Guidelines (see appendix 1).
4. Trim milk will be available with tea and coffee, and water will be available for drinking.
5. Provision of fruit bowls in work areas will be encouraged.
6. Education and information will be provided for staff to support the principles of the policy, for example, pamphlets, posters, talks from dietitians, nutritionists or occupational health nurses.

Signed:

Date:

¹ Ministry of Health. (2003). *Food and Nutrition Guidelines for Healthy Adults: A background Paper*. Ministry of Health: Wellington

Appendix 1

New Zealand Food and Nutrition Guideline Statements

1. Maintain a healthy body weight by eating well and by daily physical activity.*
2. Eat well by including a variety of nutritious foods from each of the four major food groups each day:
 - Eat plenty of vegetables and fruits
 - Eat plenty of breads and cereals, preferably wholegrain
 - Have milk and milk products in your diet, preferably reduced or low-fat options
 - Include lean meat, poultry, seafood, eggs or alternatives.
3. Prepare foods or choose pre-prepared foods, drinks and snacks:
 - With minimal added fat, especially saturated fat
 - That are low in salt; if using salt, choose iodised salt
 - With little added sugar; limit your intake of high-sugar foods.
4. Drink plenty of liquids each day, especially water
5. If choosing to drink alcohol, limit your intake
6. Purchase, prepare, cook and store food to ensure food safety

* At least 30 minutes of moderate intensity physical activity on most if not all days of the week and if possible add some vigorous exercise for extra health and fitness.

Appendix 2

(Name of workplace) Catering Guidelines

Savoury foods

Choose **most** dishes from Group 1 rather than Group 2

Group 1 – Healthier Choice	Group 2 – Less Healthy Choice
Sandwiches	Quiches
Rolls	Sausage rolls
Pita wraps	Savouries
Bagels	Curry rolls
Paninis	Samosas
Savoury muffins	Pastry shells
Cheese Scones	Croissants
Vegetable bread cases	Savoury tartlets
Meat or falafel balls with sauce	Cheese platters
Stuffed mushrooms	Mince/beef pies
Skinless chicken drumsticks	Spring rolls
Meat or vegetable skewers (or brochettes)	Chicken nibbles
Vegetable frittata	Chicken satay
	Fish bites

Sushi Corn fritters Salads Spicy popcorn Antipasto platter Ploughman's platter	Pastry triangles Pastries Wontons Hot Taste platter NZ cheese and fruit platter Chicken drumsticks (skin on)
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Choosing tips:

- Include a couple of bread-based options from Group 1 (for example, sandwiches, pita wraps, bagels)
- Include a hot meat-based option from Group 1 (for example, chicken skewers, meat balls, skinless chicken drumsticks)
- Use choices from Group 2 less frequently, and instead consider healthier alternatives from Group 1 (for example, sushi, corn fritters, vegetable frittata, savoury muffins).

Sweet foods

Choose **one** from each group (more if larger numbers)

Group 1 – Healthier Choice	Group 2 – Less Healthy Choice
Fresh fruit skewers Fresh fruit Fruit muffins Homemade scones Fruit loaf	Brownie Afghans Slices Danish pastries Sweet tartlets Macaroons Scones with cream Brandy snaps with cream Homemade cookies Chocolate éclairs Lemon meringue pies Fruit tarts Cakes

Choosing tips:

- Always include some form of fresh fruit
- If only one dish is required choose from Group 1
- Watch the portion size of items in Group 2 (cut in half if necessary).

Catering checklist:

- Water is available for drinking
- Fresh fruit is available
- Low fat milk is available with hot drinks
- For breads, items such as club sandwiches/rolls, some wholemeal and wholegrain choices are available
- Margarine is available as a spread for bakery items such as scones but avoid pre-spreading.