

HEALTHY EATING POLICY GUIDELINES

A Healthy Eating Policy for:
[INSERT WORKPLACE NAME HERE]
 Effective from: DD/MM/YYYY
 Next review date: DD/MM/YYYY

NOTES	
<p>Include: The importance of healthy eating in promoting health and wellbeing.</p> <p>How support at work can demonstrate that the workforce is valued and commitment of health promotion.</p>	<p>Outline the need for a Healthy Eating Policy in the workplace.</p> <p>Outline how your organisation can create an environment which supports and encourages employees to make healthy food and drink choices.</p>
<p>What do you want to achieve?</p>	<p>Aims of the policy</p> <p>“To create a workplace environment that...”</p> <p>“To ensure that healthy food and drinks are available...”</p>
<p>Policy objectives should try to follow the SMART principles; Specific, Measurable, Achievable, Realistic and Time Specific.</p> <p>Each objective should be followed by ‘policy actions’ which detail what the organisation will do in order to meet the objective e.g. any training which will be provided.</p>	<p>Objectives of the policy</p> <p>“E.G. To increase employee knowledge and skills regarding healthy eating.”</p> <p><i>Policy actions:</i></p> <ul style="list-style-type: none"> - Provide information on where employees can go to access information, advice and support. - Encourage government guidelines on healthy eating (e.g. The Eatwell Plate) and ensure they are accessible on noticeboards. - To provide awareness training to all staff on healthier options.

	<p>“To decrease the availability and promotion of unhealthy foods...” <i>Policy actions:</i></p> <p>“To create, to value...” <i>Policy actions:</i></p> <p>Things to consider: A range of information provided that promotes the benefits of healthy eating (e.g. Change4Life, One YOU) on intranet and newsletters, free drinking water available, provide ‘break away’ areas to encourage employees to move away from work areas to eat, provide healthier catering options if applicable, consider food pricing/incentives to encourage healthy eating, additional support offered to those wanting to lose weight.</p>
<p>Does this policy apply to all staff, contractors, volunteers etc.</p> <p>List all areas that this policy applies.</p>	<p>Scope</p> <p>“This policy applies to...”</p>
<p>Explain how this policy will be communicated throughout the organisation.</p> <p>Refer to organisations Communication Policy if applicable.</p> <p>How will updates to the policy be communicated.</p>	<p>Communication</p> <p>“All employees will be made aware of the Healthy Eating Policy.”</p> <p>“This will be discussed as part of the employee induction process and form part of the employee handbook.”</p> <p>“This policy will be reviewed regularly and any updates will be communicated via line management/team meetings/email...”</p>
<p>Regular review and monitoring is essential for the effectiveness of any policy. What measures will be used to evaluate?</p> <p>Will staff be able to provide suggestions to be added?</p>	<p>Review and Monitoring</p> <p>“This policy will be reviewed annually/6 monthly by...”</p> <p>“The implementation of this policy will be assessed to determine if objective have been met.”</p>

<p>Feedback from those who have been involved in any aspect the policy can be useful, as well as staff surveys and exit interviews.</p>	<p>“Staff may provide feedback to their line manager or Workplace Health Champion regarding this policy and any suggestions are welcomed and will be considered.”</p>
	<p>Date:</p> <p>Signature:</p>

GUIDANCE ONLY