**A healthy food and drink policy for: [name of workplace]**

**Effective from: [insert date]**

**Next review date: [minimum 3 years after start date]**

## Rationale

Workplace environments play an important role in promoting the health and wellbeing of their staff and visitors. Healthy eating and drinking is essential for good health and wellbeing, which in turn, will contribute to a healthy and productive workforce. By increasing the availability of healthy food and drink, and limiting the availability of less healthy options, the healthy choice becomes the easy choice for your staff and visitors.

## Purpose

The purpose of this policy is to demonstrate commitment to creating an environment that supports healthy food and drink choices within **[name of workplace]** for the staff and visitorsby following the *Healthy Food and Drink Policy for Organisations.*

## Scope

This policy applies to any food and drink provided or sold to staff and visitorswithin **[name of workplace].** This includes any cafeterias, vending machines, workplace functions, workshops, seminars, fundraising, and gifts offered to formal visitors, guest speakers, or staff on behalf of **[name of workplace]**.

While **[name of workplace]** strongly encourages consumption of healthy food and drink, this policy does not apply for any food and drink brought by staff for their own consumption, gifts to staff from clients or customers, self-catered meals, or gifts and rewards that are self-funded.

## Strategies

**[Name of workplace]** will:

* provide healthy food and drink options onsite (e.g. snack boxes, vending machines, cafeterias) that will align with the *Healthy Food and Drink Policy for Organisations*
* offer water and low-fat unflavoured milk as the predominant cold drink choice (e.g. drinking fountains, water jugs at meetings, encourage staff to bring their own water bottle, trim milk being offered with tea and coffee)
* not provide or sell sugar-sweetened beverages; and artificially-sweetened beverages and no-added-sugar juices will be limited in their availability and portion sizes
* provide healthy food and drinks at work functions (e.g. seminars, workshops, catered lunches), that meet the requirements of the *Healthy Food and Drink Policy for Organisations*
* Have alternative healthy fundraising, where food or drink is sold within the premises.
* provide education and information for staff that supports the policy (e.g. educational talks, posters, pamphlets)
* consider different cultural, religious, and dietary needs, ensuring they are accommodated for where possible and practicable
* provide staff with reasonable facilities (e.g. microwave, fridge, cupboard or lockers) wherever possible, to bring their own food
* support mothers returning to work to continue breastfeeding, where reasonable and practicable; including providing suitable areas for breastfeeding and providing suitable breaks for staff who wish to breastfeed during work ***<remove if not applicable>.***