

INSTRUCTIONS FOR WORKPLACE WELLNESS POLICY

The sample Workplace Wellness Policy is an editable model policy with elements that individual workplaces may adopt in full or in part. When using this model, please review the elements carefully and modify them as needed to meet the needs of your workplace. Here is a step-by-step process for customizing the model policy:

1. **Italics:** Throughout the policy, language written in *italics* provides different options that you need to select, fill out, or replace. As you edit the model policy, pay close attention to text in *italics*, so you can customize accordingly. Any *italicized* formatting may be removed once you have customized it to meet your workplace's specific goals. Some examples include:
 - a. Replace every instance of “[O]ur workplace” or “[O]ur company” in the document with the name of your workplace.
 - b. In the **Introduction**, replace or delete *italicized* choices if they do not apply to your policy (for example, “*wellness committee, team, or champion*”)
 - c. Modify the **Nutrition** section to meet your goals (for example, to require vending nutrition standards instead of, or in addition to, food service nutrition standards, or to adjust the specific standards' requirements).

As you customize the specific nutrition standards, remember that the food types and amounts listed are considered best practices according to the [Dietary Guidelines for Americans, 2020-2025](#) and nutrition experts. Extensive customization of these elements may result in decreased health and wellness results for your employees and community members.
 - d. Modify the **Physical Activity** section to meet your goals (for example, to tailor how much time is provided for physical activity breaks).
2. **Choosing Elements:** Customize the sample policy to meet the needs of your workplace by carefully reviewing each element and choosing policy elements to keep (adopt) or delete (not adopt).
 - a. You can print and use the checkboxes () provided or edit the file directly.
 - b. If you do not adopt the policy in full, you are encouraged to think about which elements are the most practical and effective to implement at this time, with the commitment to add elements and strengthen policy and practices over time.
 - c. **Bolded** elements have been deemed “high impact” by a team of expert reviewers, using considerations like feasibility, ease of implementation, and influence on individual or community health. For this reason, it is strongly recommended to include **bolded** text. Any **bold** formatting may be removed when finalizing the sample policy.
3. **Comment Boxes:** There are comment boxes throughout the model policy to describe policy elements in more detail or provide additional information. These comment boxes may be deleted from the final version of your policy.

4. **Logos:** You should delete any headers and footers that are not related to your workplace. Please consider affixing your own logos to clarify the applicability of the policy.
5. **Sign:** Once you have customized the policy by choosing elements and finalizing the text, the appropriate person should sign and date the policy at the bottom of the **Introduction** page.

WORKPLACE WELLNESS POLICY - NUTRITION

Sponsorship: May include financial or in-kind support of resources and services for programs, classes, farmers' markets, or other types of events and activities promoting healthy eating options and physical activity opportunities.

Hosted events or activities: The organization allows the use of their facilities and resources for a function, an event, or an activity. The host may or may not invite others to sponsor the event. Examples include fairs, community gardens, classes, support groups, sporting or athletic events, parades, concerts, festivals, etc.

Our *workplace* commits to making healthy food options widely available and easily accessible by doing the following:

Selling and offering foods and beverages that meet certain nutrition standard guidelines throughout the workplace, including in the following locations, as applicable:

Comment on Nutrition Standard Guidelines

The food types and amounts listed are considered best practices according to the [Dietary Guidelines for Americans, 2020-2025](#) and nutrition experts. As new guidelines are released in the future, we may revise our policies accordingly to meet the wellness needs of our employees.

- Nutrition Standards for Vending**
 - Most or 3/4ths* of beverages contain no more than 40 calories per serving (excluding 100 percent fruit juice and unsweetened milk).**
 - All individual meal items contain no more than 480 mg of sodium per serving.**
 - All foods contain 0 grams of trans fat per serving.**
 - All snack foods contain no more than 230 mg of sodium per serving (excluding refrigerated meals).**
 - Most or 3/4ths* of packaged foods (excluding nuts and seeds without added fats, oils, or sweeteners, and fruits or vegetables without added caloric sweeteners) contain:**
 - no more than 200 calories per package;
 - no more than 10 percent of total calories from saturated fat; and
 - no more than 35 percent of total calories from sugar.
 - All milk and milk products will be unsweetened and non-fat or low-fat (1%).
 - All juice will be unsweetened and 100 percent juice.

- All vegetable juice will contain no more than 230 mg of sodium per serving.
- All foods are cooked without frying (e.g., steaming, grilling, roasting, broiling, baking, poaching, or sautéing).

- Nutrition Standards for Cafeteria and Snack Bars**
 - Most or 3/4ths of beverages contain no more than 40 calories per serving (excluding 100 percent fruit juice and unsweetened milk).**
 - All individual meal items contain no more than 480 mg of sodium per serving.**
 - All foods contain 0 grams of trans fat per serving.**
 - All snack foods contain no more than 230 mg of sodium per serving (excluding refrigerated meals).**
 - Most or 3/4ths of packaged foods (excluding nuts and seeds without added fats, oils, or sweeteners, and fruits or vegetables without added caloric sweeteners) contain:
 - no more than 200 calories per package;
 - no more than 10 percent of total calories from saturated fat; and
 - no more than 35 percent of total calories from sugar.
 - All milk and milk products will be unsweetened and non-fat or low-fat (1%).
 - All juice will be unsweetened and 100 percent juice.
 - All vegetable juice will contain no more than 230 mg of sodium per serving.
 - All foods are cooked without frying (e.g., steaming, grilling, roasting, broiling, baking, poaching, or sautéing).

- Nutrition Standards for Meetings and/or Events**
 - Most or 3/4ths of beverages contain no more than 40 calories per serving (excluding 100 percent fruit juice and unsweetened milk).**
 - All individual meal items contain no more than 480 mg of sodium per serving.**
 - All foods contain 0 grams of trans fat per serving.**
 - All snack foods contain no more than 230 mg of sodium per serving (excluding refrigerated meals).**
 - Most or 3/4ths of packaged foods (excluding nuts and seeds without added fats, oils, or sweeteners, and fruits or vegetables without added caloric sweeteners) contain:
 - no more than 200 calories per package;
 - no more than 10 percent of total calories from saturated fat; and

- no more than 35 percent of total calories from sugar.
- All milk and milk products will be unsweetened and non-fat or low-fat (1%).
- All juice will be unsweetened and 100 percent juice.
- All vegetable juice will contain no more than 230 mg of sodium per serving.
- All foods are cooked without frying (e.g., steaming, grilling, roasting, broiling, baking, poaching, or sautéing).
- Additional Considerations when *Selecting Vendors to Sell, Offer, and/or Cater Food and Beverages at Events:***
 - Look for and select vendors that do the following:
 - Offer foods that align with the food and beverage provisions of this policy
 - Use healthier cooking techniques, such as steaming, baking, roasting, and grilling
 - Offer a variety of dishes in which vegetables or fruits are the main ingredient
 - Serve condiments and dressings on the side
 - Serve foods that are appropriate for the audience and event
 - Comply with [Oklahoma’s Food Service Establishment and Temporary Establishment Requirements](#)
- Promoting Good Nutrition and Healthy Eating Habits Through These Activities and Services:**
 - Promoting the purchase of healthy foods and beverages through practices such as *pricing strategies, posting flyers, and/or using other communication tools (specify, if applicable: _____)*.**
 - Pricing non-nutritious foods and beverages at a higher cost than nutritious foods and foods and beverages**
 - Identifying healthy food and beverage menu items with *signs, symbols, and/or colors*.**
 - Seek input from employees to customize food and beverages sold and offered in the workplace that is nutrient dense and reflects personal preferences, cultural traditions, religious observances, and budgetary considerations.**
 - Ensuring access to a private space (other than a restroom) that has an electrical outlet and providing flexible paid or unpaid break times to allow mothers to express breast milk and/or breastfeed.**
 - Providing nutritional information on foods and beverages sold and offered in the workplace.**
 - Providing nutrition education through activities, such as seminars, workshops, classes, meetings, and/or newsletters.**

- Hosting and/or sponsoring a farmers' market on company property or nearby that is open to community members.**
- Making cool drinking water available throughout the day at no cost.**
- Providing employees with access to a refrigerator, microwave, and sink with a water faucet.**
- Use individual and team competitions or challenges in combination with additional interventions to support employees making healthier choices (e.g., fruit and vegetable challenge, hydration challenge).**
- Providing financial incentives to employees that participate in workplace weight management programs such as [CDC's Multicomponent Worksite Obesity Prevention](#)**
- Encouraging employees to bring healthy foods to special occasions like birthdays and retirement parties or celebrating with non-food items.
- Offering smaller portion sizes.
- Prohibiting the marketing of foods and beverages that do not meet the requirements of the wellness policy.
- Implementing community use policy (if applicable, can include use of kitchen to offer cooking classes or other workshops to teach and promote healthy eating).
- Using and combining incentives with other strategies to increase participation in health promotion programs.
- Using tailored health promotion communications to ensure that they are accessible and appealing to employees of different ages, genders, educational levels, job categories, cultures, language, or literacy levels.

WORKPLACE WELLNESS POLICY - PHYSICAL ACTIVITY

The purpose of this section is to increase opportunities for physical activity for employees and, when applicable, for community members.

Our workplace commits to making physical activity opportunities widely available and easily accessible by doing the following:

- Providing employees with at least *thirty (30) minutes* of paid physical activity break time in addition to their regularly scheduled meal breaks.
- Providing technology-based support (e.g., virtual or device-based coaching to help employees set and monitor physical activity goals; step counters/pedometers/other wearable activity monitors combined with goal setting, coaching, challenges, and feedback) to increase physical activity.
- Providing flexible work arrangements to accommodate paid physical activity breaks.
- Providing information about local resources and facilities, such as *walking trails, community parks, and/or recreation facilities*.
- Promoting stairwell use, if applicable, throughout the workday by *making stairs appealing and/or posting motivational signs*.
- Using *posters, pamphlets, and/or other forms of communication (specify, if applicable: _____)* to promote physical activity.
- Promoting employee participation in physical activity by *creating exercise clubs, groups, and/or sponsoring employee sports teams*.
- Providing an on-site fitness facility or location (e.g., fitness room, gym).
- Providing employees (*and, if applicable, their families*) with access to an off-site fitness facility, including, but not limited to,
 - *purchasing corporate memberships as part of the employee's benefit package,*
 - *subsidizing membership expenses, and/or*
 - *negotiating a discounted family rate for staff.*
- Promoting physical activity through activities, such as *seminars, workshops, classes, newsletters and/or meetings*.
- Promoting short activity breaks throughout the workday.
- Using individual and team competitions or challenges in combination with additional interventions to support employees making healthier choices (e.g., steps challenge, exercise minutes challenge).

- Implement community/shared use policy (if applicable).**
- Providing safe and secure bicycle parking for employees *and, if applicable, community members.*
- Incorporating 10-minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings.
- Promoting walking meetings.
- Providing access to an on-site *changing room and/or locker room with a shower.*
- Providing wayfinding signs placed at strategic locations to make people aware of walkable destinations, including parks, recreational facilities, and other attractions.

Workplace Name: _____

Effective Date _____

Name and Title _____

Signature and Date of Signature _____