

## 10. Promoting Healthy Food Choices at Company Events and Meetings Policy (Sample)

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Policy: **Promoting Healthy Food Choices at Company Events and Meetings**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** (Company name) is committed to supporting the provision of healthy eating food choices at meetings, workshops, educational sessions, and other planned events hosted by (company name) staff.

(Company name) wishes to be supportive to employees and others attending functions here, in their healthy eating practices and to provide guidelines for staff who are involved in planning and organizing functions (internal and external) where food will be served.

### **POLICY:**

When ordering or providing meals or refreshments for (company name) functions, staff will select healthy food choices that are consistent with the four food groups of Canada's Food Guide (see appendix A for list of recommended healthy food suggestions).

When selecting healthy foods, staff should choose local foods over imported foods whenever possible.

**SCOPE:** Applies to all employees responsible for planning, purchasing and preparing food for (company name) sponsored functions.

**PROCEDURE:** Ensure selections purchased or requested from a caterer meet the following list of recommendations (see appendix A Healthy Eating Practical Suggestions Checklist).

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## **Appendix A: Promoting Healthy Food Choices at Company Events and Meetings Policy (Sample)**

### **Healthy Eating Practical Suggestions Checklist**

#### **Planning Refreshments Options:**

- Make the healthiest choices possible when selecting food and beverages.
- Include vegetable and fruit options, whenever possible.
- Try new foods as an effort to increase variety. Variety promotes an adequate intake of essential nutrients and incorporates foods enjoyed by different cultural groups.

#### **Beverages:**

- Ensure that an ample amount of fresh water is available.
- Offer 100% pure fruit or vegetable juice rather than cocktail, punch, "ade" or nectar.
- Offer 2%, 1%, skim milk, or fortified beverages (e.g. soy drink).
- Provide milk in addition to cream for coffee and tea.
- Provide sweeteners for coffee and tea as well as sugar.
- If soft drinks are offered, ensure 50% of the choices offered are diet or calorie reduced.

#### **Breakfast:**

- Be selective. Offer foods such as fresh fruit; whole grain breads, toast, flat breads (spreads, margarine, and butter on the side) or a variety of lower-fat muffins; hot or cold whole grain cereal; lower-fat cheeses or yogurt.
- Consider lower-fat cooking methods for meat and alternatives e.g. poached, scrambled or boiled eggs or baked beans.

#### **Sandwiches:**

- Ask for sandwiches on an assortment of whole grain breads, pita, roti, tortillas, and rolls.
- Have a variety of lower-fat sandwich fillings such as tuna, salmon, refried beans, cooked lentils, grilled vegetables, lean roast beef, turkey, chicken, ham, pastrami, or lower-fat cheese. Include vegetarian fillings e.g. tofu, hummus, and shredded vegetables.
- Ask for sandwiches to include vegetable fillings such as lettuce, cucumber, tomato, grated red cabbage, peppers, or grated vegetables.
- Ask for sandwiches made with little or no mayonnaise, butter or margarine. Offer mayonnaise, butter or margarine on the side. Offer mustard, chutney, relish and hummus as alternatives.

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## **Appendix A: Promoting Healthy Food Choices at Company Events and Meetings Policy (Sample)**

### **Healthy Eating Practical Suggestions Checklist**

#### **Main Dishes:**

- Look for meatless dishes such as pasta with tomato sauce, vegetarian lasagna, stir-fried vegetables, chickpeas, kidney beans, lentils, soy products, or a rice casserole.
- Choose meat, fish, lentils, beans or poultry and vegetable dishes that are broiled, roasted or steamed instead of fried.
- Offer pasta dishes with a low fat sauce like tomato sauce rather than cream or meat sauces.
- Try to limit the size of main course items, e.g. 3 ounce portions of meat or one cup of pasta.

#### **Salads:**

- Have vegetable and fruit salads available.
- Emphasize Ontario seasonal vegetables for salads.
- Ask for dips made with plain yogurt or light sour cream.
- Choose lower-fat salad dressings or have salad dressings served on the side.
- Include hot (e.g. steamed vegetables) and cold salads (e.g. bean salad, green leafy salads).

#### **Desserts:**

- Offer fresh fruit or a fruit salad. Emphasize Ontario seasonal fruits.
- Choose lower-fat yogurt
- Have whole grain cookies available.
- If serving cake for a celebration, offer fruit along with it.

#### **Nutrition Breaks:**

- Ask for a variety of lower-fat muffins or bagels with lower-fat cheese or lower fat spreads (e.g. hummus, light cream cheese, jam).
- Order a basket of Ontario grown fruits, e.g. apples, peaches, strawberries, etc., depending on the season of the event. Ensure the fruit is thoroughly washed.
- Offer lower-fat cereal bars and/or yogurt (2% MF or less).
- Offer vegetables with lower fat dips.
- If higher fat/calorie desserts are ordered, specify small portion sizes e.g. two bite portions.

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## **Appendix A: Promoting Healthy Food Choices at Company Events and Meetings Policy (Sample)**

### **Healthy Eating Practical Suggestions Checklist**

#### **Special Dietary Needs:**

- Ask participants if they have special dietary needs due to food allergies, intolerance, dietary restrictions, or cultural/religious reasons.
- Ensure that your menu includes adequate choices for those with special dietary needs.
- To consult with a Registered Dietitian, check Middlesex-London Health Unit web-site [www.healthunit.ca](http://www.healthunit.ca)
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#### **Preparation and Cleanup:**

- Clean all surfaces for food service, or cover with a clean tablecloth.
- Provide recycling bins for cans and bottles and enough bags for the other garbage.
- After service, clean all tables and work surfaces.

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