

Four quick things to know about The Healthy Food and Drink Policy for Organisations

1.

Creating a healthier drink and food environment brings benefits beyond just ‘healthier workers’

- **Low upfront costs for high returns:** simply put - happier, healthier, and more productive workers will reduce organisational costs related to absenteeism, presenteeism, and work inefficiency.
- **Improved organisation reputation:** being known as an employer who cares about their workers can attract valuable employees and increase positive consumer perceptions
- **Role modelling to whānau and communities:** As an integral part of communities, organisations can lead the way in role modelling healthy behaviours that could inspire communities and whānau
- **Walking the talk:** show the people and communities that you work with that you are following the same healthy principles and advice that you advocate to them

2.

The policy aligns with the ‘National Healthy Food and Drink Policy’ developed by DHBs and MOH

A couple of years ago, DHBs identified the need to ‘put their house in order’ in terms of role-modelling a healthy food and drink environment for staff and visitors. A network of DHBs, PHUs and the Ministry of Health came together to develop a nationally consistent food and drink policy for DHBs, published in 2016.

The policy for organisations is adapted directly from this national policy, and provides simple and flexible guidelines to offering healthy food and drink for staff and visitors.

3.

The policy can be flexible and covers more than just food and drink

It is ultimately up to organisations to decide what the policy covers, and what works for them. However, it is strongly recommended that the policy also covers aspects of the food and drink environment beyond just the food and drink provided.

The ‘Four Benchmarks to Providing a Healthier Food and Drink Environment’, provides an easy framework to achieving a healthier food and drink environment through the four inter-related Benchmarks of healthier culture, healthier physical environment, health and wellbeing opportunities, and healthier community connections.

Activities in each benchmark are categorised as Bronze, Silver, and Gold. Organisations should assess where they are in each benchmark and have a plan to complete activities in one level across all benchmarks before they progress to the next level. This will help the organisation to develop more realistic and practical goals, as opposed to aiming for the best practice standards straight away. This approach should also allow enough time to socialise the policy with all staff and stakeholders (including suppliers, contractors) so everyone is on board with the policy.



4.

There is an Interagency Group working together to make it easier for organisations to implement the policy

Chaired by Auckland Regional Public Health Service, the working group has three main workstreams all aimed at making it easier for organisations to implement the policy: Storytelling & Culture Change, Practical Support for Implementation, and Intersectoral Collaboration.

Members include Auckland Council, TSI, Healthy Families Manukau, Manurewa-Papakura, Healthy Families Waitakere, Heart Foundation, Diabetes Projects Trust, Southern Cross Health Society, with support from the Health Promotion Agency.

Organisations can contact Jacqui Yip (JacquiY@adhb.govt.nz) if they would like any support from this group in implementing the policy.





Healthy Food and Drink Policy for Organisations

Creating a healthier food and drink environment for staff

Introduction

Healthy eating is essential for good health and wellbeing, and supports a healthy, productive workforce.

With increasing rates of obesity and the subsequent rise of associated poor health outcomes, including type 2 diabetes and cardiovascular disease, it is important that organisations support their staff by providing healthy eating environments.

This Healthy Food and Drink Policy has been adapted from the National Healthy Food and Drink Policy, developed by the National District Health Board Food and Drink Environments Network in 2016.

Overview

Purpose

The Policy supports organisations to:

- demonstrate commitment to the health and wellbeing of staff and visitors by providing healthy food and drink options, which support a balanced diet in accordance with the [Eating and Activity Guidelines for New Zealand Adults](#)
- provide an environment that supports and promotes healthy food and drink choices.

In providing healthy food and drink environments, consider:

- the needs of different cultures, religious groups and those with special dietary needs, and accommodate these on request, where possible and practical
- ecologically sound, sustainable and socially responsible practices in purchasing and using food and drinks, which includes encouraging the procurement of seasonal and locally grown and manufactured (regional and national) food and drinks, where possible and practicable
- the importance of discouraging association with products and brands that are inconsistent with a healthy food and drink environment, as defined by the Policy.

Scope

The Policy applies to all staff and includes:

- all food and drink provided by or able to be purchased from any retailer, caterer, vending machine, snack box or volunteer service on the organisation's premises for consumption by staff and visitors
- any gifts, rewards and incentives offered to staff, guest speakers and/or formal visitors on behalf of the organisation if containing food and/or drinks
- any fundraisers where food and drinks are sold or intended for consumption on the premises. Fundraisers associated with groups outside the organisation that do not meet this Policy should not be promoted on the premises or through the organisation's communications (eg, chocolate fundraisers) and alternative healthy fundraising and catering ideas should be encouraged
- any external party that provides food or catering:
 - on site at any of the organisation's facilities
 - off site where the organisation arranges and/or hosts a function for staff, visitors and/or the general public (eg, conferences, training).

While the provision and consumption of healthy food and drink options is strongly encouraged, the Policy excludes:

- food and drink brought to work by staff for their own consumption
- gifts to staff from clients or customers
- self-catered staff-shared meals, both on and off site (eg, food brought for special occasions, off-site self-funded Christmas parties or similar celebrations)
- gifts, rewards and incentives that are self-funded
- alcohol-related recommendations (please refer to your organisation's position on alcohol).

Healthy Food and Drink Policy

Healthy food and drink environments

This Policy supports organisations to provide an environment that consistently offers and promotes healthy food and drink options.

Consistent with the [Eating and Activity Guidelines for New Zealand Adults](#), messages and practices relating to food and drinks in the organisation will reflect the following principles.

Healthy Food and Drink Policy principles

Offer a variety of healthy foods from the four food groups.

This means:

- plenty of vegetables and fruit
- grain foods, mostly wholegrain and those naturally high in fibre
- some milk and milk products, mostly low and reduced fat
- some legumes, nuts, seeds, fish and other seafood, eggs, poultry (eg, chicken) and/or red meat with the fat removed.



Food should be mostly prepared with or contain minimal saturated fat, salt (sodium) and added sugar, and should be mostly whole or less processed.

This means:

- some foods containing moderate amounts of saturated fat, salt and/or added sugar may be available in small portions (eg, some baked or frozen goods)
- no deep-fried foods
- no or limited confectionery (eg, sweets and chocolate).



Water and unflavoured milk are the predominant cold drink options.

This means:

- the availability and portion sizes of drinks containing ‘intense’ sweeteners¹ and no-added-sugar juices are limited
- no sugar-sweetened drinks.²



For guidance on how the principles could be implemented, refer to the National Healthy Food and Drink Policy (National Policy).³ The National Policy categorises foods and drinks, includes recommended portion sizes for some foods and provides examples of healthy options (refer to the healthy food and drink environments nutrient criteria table).

Make sure appropriate healthy food and drink choices (including vegetarian and some vegan items) are available to a wide variety of people. Consider cultural preferences, religious beliefs and special dietary requirements, such as gluten free food.

Promoting healthy options

Providing a healthy eating environment is a health and safety issue that should be supported by all levels of the organisation.

Consider actively promoting healthy food and drink options with staff and visitors through consistent, evidence-based nutrition messages.

Partnerships, fundraisers, associations and promotions involving products and brands that are inconsistent with a healthy food and drink environment, as defined by this Policy, are discouraged.

Where applicable:

- encourage a selection of healthy options by asking retailers to display these prominently
- healthy food options are readily available in sufficient quantities, competitively priced and promoted.

1 Intense sweeteners (also known as artificial sweeteners) are a type of food additive that provides little or no energy (kilojoules). Intense sweeteners permitted for use in New Zealand include aspartame, sucralose and stevia.

2 Any drink that contains added caloric sweetener, usually sugar. The main categories of sugary drinks include soft drinks / fizzy drinks, sachet mixes, fruit drinks, cordials, flavoured milks, flavoured waters, iced teas/coffees and energy/sports drinks.

3 National District Health Board Food and Drink Environments Network. 2016. *National Healthy Food and Drink Policy*. Wellington: Ministry of Health.

Staff Facilities

Storing and preparing own meals

Provide staff with reasonable access to food storage facilities such as fridges, lockers or cupboards. Wherever possible, this includes reasonable access to a microwave oven.

Drinking-water

Provide reasonable access to drinking-water for all staff and visitors on site. Wherever possible, this should be tap water and/or water fountains. Encourage staff to bring their own water bottle. Where water coolers are provided, they must be replenished, cleaned and serviced on a regular basis. Consider environmentally friendly and recyclable options when purchasing cups for water dispensing.

Support for women who breastfeed

Encourage and support mothers returning to work to continue breastfeeding by:

- providing suitable areas that may be used for breastfeeding and for expressing and storing breast milk
- providing suitable breaks for staff who wish to breastfeed during work, where this is reasonable and practicable.

Support to implement the Policy

If you would like some support to implement the Policy, email the Heart Foundation at: food@heartfoundation.org.nz

For more information, visit:

www.heartfoundation.org.nz/hospitality-hub

Find practical tools, ideas and resources to build wellbeing in your workplace at:

www.wellplace.nz

Handy links to support breastfeeding in the workplace include:

- www.health.govt.nz/your-health/healthy-living/food-and-physical-activity/guidance-nutrition-and-physical-activity-workplaces/guidance-supporting-breastfeeding-mothers-returning-work
- www.bfw.org.nz/default.aspx
- www.health.govt.nz/your-health/pregnancy-and-kids/first-year/helpful-advice-during-first-year/breastfeeding-perfect-you-and-your-baby/breastfeeding-and-returning-work

Associated Documents

Ministry of Health. 2013. *Guidance on Supporting Breastfeeding Mothers Returning to Work*. URL: www.health.govt.nz/your-health/healthy-living/food-and-physical-activity/guidance-nutrition-and-physical-activity-workplaces/guidance-supporting-breastfeeding-mothers-returning-work (accessed 18 March 2016).

Ministry of Health. 2015a. *Childhood Obesity Plan*. URL: www.health.govt.nz/our-work/diseases-and-conditions/obesity/childhood-obesity-plan (accessed 17 March 2016).

Ministry of Health. 2015b. *Eating and Activity Guidelines for New Zealand Adults*. URL: <http://www.health.govt.nz/our-work/eating-and-activity-guidelines> (accessed 17 March 2016).

National District Health Board Food and Drink Environments Network. 2016. *National Healthy Food and Drink Policy*. Wellington: Ministry of Health.

National Heart Foundation of New Zealand. 2015. *Guidelines for Providing Healthier Cafeteria Food*. URL: www.heartfoundation.org.nz/uploads/HF_MenuGuidelines_2015_FINAL.pdf (accessed 17 March 2016).

New Zealand Beverage Guidance Panel. 2014. *New Zealand Drink Guidance Panel Policy Brief: Options to reduce sugar sweetened drink (SSB) consumption in New Zealand*. URL: www.fizz.org.nz/sites/fizz.org.nz/files/A4%20Policy%20Update%20Office%20print.pdf (accessed 17 March 2016).

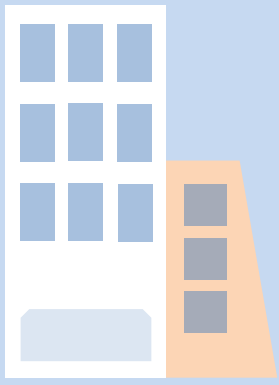
Adapted from the National Healthy Food and Drink Policy developed by the National District Health Board Food and Drink Environments Network for DHBs and the Ministry of Health.



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Four benchmarks to providing a Healthier Food and Drink Environment



Healthier Culture

The organizational culture promotes healthier eating through supportive leadership, participation, and shared decision-making.

Bronze

- » Employees and managers are jointly involved in supporting healthier eating
- » Healthier options are offered and encouraged when food and drink is provided
- » Policies are in place to support healthier eating, and are regularly reviewed

Silver

- » Management lead by example and support healthier eating by:
 - Ensuring healthier food and drink is easily accessible within or near workplace
 - Encouraging staff to take meal breaks
 - Promoting key messages through forums & meetings

Gold

- » Fundraising by staff occurring on work premises are encouraged to align with the 'Healthy Food and Drink Policy for Organisations'
- » Where feasible, healthier food and drink provided onsite is subsidized e.g. Fruit boxes, low fat milk, cafeteria meals

Healthier Physical Environment

Healthier food and drink choices are available and promoted, with less healthy choices limited

Bronze

- » Food and drink available comply with the 'Healthy Food and Drink Policy for Organisations'
- » Water is freely available
- » Space is provided for meal breaks
- » Facilities are available to allow healthier food to be prepared and stored by staff, such as:
 - Fridge and Freezer
 - Preparation space
 - Microwave and sandwich maker

Silver

- » Healthier options are placed more prominently (e.g. at eye level, nearest to point-of-sale)

Gold

- » Other aspects of the physical food and drink environment are considered, for example:
 - Providing condiments and salt shakers only on request, keeping them in the fridge/cupboard
 - Smaller plates and cups
 - Positioning and availability of snackboxes and vending machines



Health and Wellbeing Opportunities

Resources, information, and opportunities are provided to increase knowledge and skills for healthier eating

Bronze

- » Provide information and healthier eating messages across the workplace
 - Topics and messaging to be identified by jointly by staff & managers for more relevance
 - Could display them on screens, tea rooms, reception, workshops, take-home packages

Silver

- » Where food and drink is provided on-site, develop point-of-sale promotional strategies to encourage purchase of healthier options

Gold

- » Opportunities are provided to staff to develop nutrition knowledge and skills through:
 - Healthy lunch or cooking demonstrations
 - Reward packages for staff may include fruit and vegetable boxes or cooking classes



Healthier Community Connections

The organization engages with the wider community to support healthier eating and healthier food initiatives

Bronze

- » Community or employee events run or supported by the organization provide and promote healthier food and drink consistent 'Healthy Food and Drink Policy for Organisations'

Silver

- » The organization does not engage in sponsorship, marketing, or advertising of food and drinks that are inconsistent with the 'Healthy Food and Drink Policy for Organisations'

Gold

- » Partner or encourage participation with local healthier eating and food schemes e.g. community gardens, social enterprise healthier catering schemes
- » Ensure workplace social events offer healthier options and messages to employees and their families
- » Support and promote local food and drink retailers that provide healthier options