[Organization Logo or letter head]

**Sample Healthy Meeting and Guidelines Policy Original Date:**

**Approval:** [Name of CEO]

**Purpose:**

[ORGANIZATION NAME] is committed to the health and well-being of our employees. The strong relationship between diet and health and the increasing rates of chronic disease and obesity make supporting nutritious choices at work part of our commitment to health. The following procedures were designed to make the healthy food and beverage choice the easy choice. By following these procedures, we can promote better health and help reduce risks for chronic disease. The purpose of this policy is to ensure healthy food and beverage options will be available at all meetings where food is offered, but does not require all meetings to offer food.

**Procedure:**

Whenever an employee of [ORGANIZATION NAME] hosts a meeting on [ORGANIZATION NAME] property where food and beverage will be offered, they are required to provide water plus a minimum of one of the following: one (1) healthy meal option or two (2) healthy snack options as defined by the American Heart Association Food and Beverage Guidelines.

The following pages outline the American Heart Association’s Healthy Workplace Nutrition Standards and guide administrative staff on how to implement this policy.

**The American Heart Association’s Healthy Workplace Nutrition Standards**

The American Heart Association’s Healthy Workplace Nutrition Standards on page two will be used to define what is considered a healthy option. Healthy beverage, snacks, entrees, and meals are included in these standards.

**How to implement the policy**

* Meetings where beverages are offered, water must be one of the options.
* Meetings where a meal is offered, at least one meal must meet the AHA nutrition standards. A meal is a combination of foods intended for breakfast, lunch, or dinner. It includes two or more items from different food groups. At least one item should be a fruit or a vegetable. Guidance on how to serve meals that meet AHA standards can be found on pages three and four.
* Meetings where snacks are offered, at least two snacks must pass the AHA nutrition standards. Examples of snacks that meet the AHA nutrition standards can be found on page five.

**American Heart Association Workplace Nutrition Standards**

* **Beverage**
	+ Water: (plain, sparkling, and flavored) ≤ 10 calories per serving
	+ Fat-free or low-fat (1%) milk and milk alternatives (soy, almond, etc.): ≤ 130 calories per 8 fluid ounces
	+ 100% fruit or vegetable juice (no added sugars/sweeteners, except non-nutritive sweeteners): ≤ 120 calories per 8 fluid ounces, 150 calories per 10 fluid ounces, 180 calories per 12 fluid ounces
	+ Unsweetened coffee and tea: Fat-free or low-fat (1%) milk or non-dairy creamer only
	+ All other beverages: ≤ 10 calories per serving
* **Snacks** (except plain nuts and nut/fruit mixes)
	+ ≤ 200 calories per label serving\*
	+ ≤ 240 mg sodium per label serving
	+ 0 g trans-fat per label serving. (No partially hydrogenated oil)
	+ ≤ 1 g saturated fat
	+ No candy (sugar-free mints and gum are acceptable)
	+ No regular chips (baked chips and pretzels are OK)
	+ Grain-based bars ≥ 10% daily value dietary fiber and ≤ 7 g total sugars per label serving

\*label serving size may be different than the package size

* **Snacks** (plain nuts and nut/fruit mixes)
	+ Serving size ≤ 1.5 ounces (1 ounce preferred)
	+ ≤ 140 mg sodium per label serving
* **Entrées**
	+ ≤ 500 calories
	+ ≤ 15 g total fat (excluding nuts, seeds, cheese, and products containing nuts or nut butters)
	+ ≤ 2 g saturated fat (per 200 calories; excluding nuts, seeds, cheese and products containing nuts or nut butters)
	+ 0 g trans-fat per label serving
	+ ≤ 230 mg sodium
	+ ≤ 10 g sugar (excluding fruit and vegetables that do not contain added sweeteners or fats)
	+ ≥ 2 g fiber (if product is grain-based or potato-based)
* **Meals**
	+ ≤ 700 calories
	+ ≤ 800 mg sodium (≤525 mg preferred)
	+ ≤ 5 g saturated fat
	+ ≤ 105 mg cholesterol
	+ ≤ 0.5 g trans-fat. (No partially hydrogenated oils)
	+ At least 2 servings (1-1.5 cups) of vegetables and/or fruits

**Guidance for Serving Meals that Meet the AHA Nutrition Standards**

* **Breakfasts**
	+ Always serve fruit. Cut fresh fruit into slices or chop it into a fruit salad (bananas, apples, oranges, grapefruit, melon, etc.) to make easier to eat.
	+ Oatmeal with cinnamon, nuts, and dried or fresh fruit.
	+ Low-fat or non-fat plain yogurt with fresh berries, bananas, or other cut fruit.
	+ Whole grain cereal low in sugar and high in fiber.
	+ Fiber-rich, whole grain breads – small whole grain bagel or full sized bagel cut into quarters, whole wheat English muffins, whole wheat toast.
	+ Spreads: peanut butter, other nut butters, low-fat cream cheese, and hummus.
	+ Scrambled eggs, egg whites, or egg substitute with vegetables (bell peppers, spinach, onions, mushrooms, tomatoes).
	+ Breakfast burrito: scrambled eggs, egg whites, or egg substitute, onions, peppers, black beans, salsa, whole grain tortilla.
* **Lunch / Dinner**
	+ Boxed Lunches
		- Choose a salad or sandwich made with a lot of vegetables and whole grain bread or wrap. Substitute fruit for the cookie and chips.
	+ Sandwich Suggestions
		- Use whole grain bread or whole grain wraps
		- Lean meats, poultry, seafood, and non-meat proteins: sliced turkey, chicken, fish (tuna, shrimp, salmon), egg, tofu, hummus, or bean spread.
		- Any vegetables: lettuce, raw spinach, tomatoes, bell peppers (fresh or roasted), cucumbers, avocados, artichoke hearts, onions, mushrooms, radish, shredded carrots, or cabbage.
	+ Main Dish
		- Broiled, baked, grilled, poached, sautéed, or roasted lean meats, poultry, seafood, or tofu.
		- Bell peppers or tomatoes stuffed with brown rice and vegetables.
		- Whole grain pasta with tomato-based sauce and vegetables
	+ Side Dishes
		- Mixed Greens and assorted vegetables (tomatoes, cucumbers, shredded carrots, peppers)
		- Spinach salad with mandarin oranges and toasted almonds
		- Roasted vegetables (carrots, broccoli, Brussels sprouts, squash, beets)
		- Fruit Salad
		- Brown rice, whole grain pasta, couscous, or quinoa with dried fruit and/or vegetables
		- Black beans
		- Curried lentils
		- Vegetable platter
	+ Condiments and Dressings
		- Condiments and dressings often have lots of sodium, sugar, or fat. Serve them on the side. Try mustard, hummus, or chutney for spreads on sandwiches.

**Examples of Snacks that Meet the AHA Nutrition Standards**

* Fresh fruit, including but not limited to:
	+ Apples
	+ Bananas
	+ Berries
	+ Cantaloupe
	+ Grapes
	+ Melon
	+ Oranges
	+ Pineapple
* Fruit tray or fruit kebobs
* Apple sauce, unsweetened
* Dried fruits (with little or no added sugar)
* Fresh vegetables, including but not limited to:
	+ Bell peppers
	+ Broccoli
	+ Carrots
	+ Cauliflower
	+ Celery
	+ Cherry tomatoes
	+ Edamame
	+ Snap peas
	+ Zucchini
* Baked whole-grain crackers
* Baked whole-grain pita chips
* Roasted or raw nuts (unsalted or very lightly salted)
* Yogurt (fat-free/low-fat)
* Whole grain pretzels (unsalted or lightly salted)
* Light popcorn (no butter)
* Whole-wheat bagels.
* Cheese (non-fat/low-fat/light) in individual portion packs

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 Signature Title

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 Name of Organization

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 Date