

Use this simplified template to promote healthy eating in your current policies or use it as a starting point and amend as needed.

Having a commitment to provide and promote healthy foods and drinks in your organisation's policies will:

- show your organisation is committed to promoting good health
- help make sure your efforts in supporting healthy eating are long term and sustainable
- incorporate healthy eating into your organisation's culture
- ensure healthy eating is promoted across the whole organisation
- provide clear direction and support to everyone involved in making healthy changes.

The *Healthy choices: healthy eating policy and catering guide for workplaces*<sup>1</sup> provides step by step instructions on how to implement a healthy eating policy in your organisation, and includes a comprehensive policy template which you can adapt.

## Organisational policy – healthy food and drinks

**[insert organisation's name]** recognises the importance of healthy eating in promoting health and wellbeing and is committed to supporting employees, contractors, volunteers, clients and visitors to make healthy food and drink choices.

**[insert organisation's name]** will support healthy eating by implementing the Victorian Government's Healthy Choices guidelines. These guidelines classify foods and drinks as **GREEN (best choices)**, **AMBER (choose carefully)** or **RED (limit)** according to their nutritional value.

**[insert organisation's name]** will:

- include a requirement to meet the Healthy Choices guidelines in tenders, contracts and leases with food and drink suppliers and external user groups
- increase **GREEN (best choices)** options to at least 50 per cent of foods and drinks available for retail outlets and vending machines
- reduce **RED (limit)** options to no more than 20 per cent for retail outlets and vending machines
- not supply **RED** options for workplace catering, functions and events
- include only **GREEN** and **AMBER** (choose carefully) choices in workplace catering

### <Include the following points as required>

- provide clean and safe tap water for drinking
- make sure staff rooms and staff kitchens have facilities to prepare healthy meals and snacks brought from home
- support and encourage breastfeeding
- promote **GREEN** options and not **RED** options
- not use **RED** options for prizes, giveaways, awards and vouchers
- engage in healthy fundraising and sponsorship activities.

For more information about the Healthy Choices guidelines visit [www2.health.vic.gov.au/public-health/preventive-health/nutrition/healthy-choices-for-retail-outlets-vending-machines-catering](http://www2.health.vic.gov.au/public-health/preventive-health/nutrition/healthy-choices-for-retail-outlets-vending-machines-catering).

<sup>1</sup> *Healthy choices: healthy eating policy and catering guide for workplaces*, Department of Health and Human Services, State Government of Victoria. 2013, [www2.health.vic.gov.au/public-health/preventive-health/nutrition/healthy-choices-for-retail-outlets-vending-machines-catering](http://www2.health.vic.gov.au/public-health/preventive-health/nutrition/healthy-choices-for-retail-outlets-vending-machines-catering).

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