



HEALTHY MEETING POLICY

PURPOSE: To facilitate a healthier work environment and promote the mission of _____ to improve the health and wellness of employees. (COMPANY NAME)

DEFINITIONS: Corporate Meetings refers to all meetings and conferences hosted by _____, both on and off company property, which provide food or beverages to employees, guests, visitors, or clients.

This policy shall not apply to special occasion events or celebrations, although when possible, efforts should be made to include healthy meal options.

POLICY: _____ is committed to providing healthy choices to all employees and guests to help promote healthy eating and encourage wellness within the company. Therefore, whenever food and beverages are served at corporate meetings, employees responsible for ordering food will choose meals and snacks that are consistent with the following guidelines:

Beverages:

- Water is the default beverage. Coffee and unsweetened tea, hot or iced, may also be default beverages.
- Do not offer sugary beverages or beverages with more than 40 calories per container, excluding milk (e.g., soda, punch, lemonade, sweetened tea).
- One hundred percent fruit juice (e.g., apple, orange, cranberry) may be served in less than 8 ounce portions (using 4-6 oz. cups, purchase small bottles/cans).

Food:

- Catered meals will contain less than 600 calories, including one serving of fruits or vegetables, and should exclude fried foods.
- Fresh fruits and/or vegetables should be offered every time food is served.
- Portions should be reasonably close to USDA standard portions. Ask caterers and restaurants to provide smaller portions (e.g., provide 9-inch plates instead of 12-inch).
- Use whole grains when possible and avoid processed grains.
- Make lean protein the default, including fish, chicken, soy and shellfish; limit use of red meat and processed meats such as deli meats, bologna and hot dogs.
- Offer vegetarian options.
- Lunches should provide only fresh fruit for dessert. Dinner meetings may include small portions of desserts.
- Snacks should not include pastries, sweets or other dessert items.
- Candy and candy bowls should not be placed within the meeting space.
- Do not serve fried foods.

Other:

- Recycling bins should be available within the meeting space for plastic and paper.
- The option to stretch, stand, etc. should be available at least every 30 minutes, or as needed by participants.
- Independent Health Foundation will provide free nutrition information for menu items, if desired. Contact foundation@independenthealth.com for information.



HEALTHY MEETING POLICY CONTINUED

By signing, I agree to abide by this meeting policy and tailor meals to fit within the provided guidelines.

_____ will implement the meeting policy and share feedback/utilization examples when applicable.

PRINT NAME

COMPANY NAME

SIGN NAME

DATE

DEPARTMENT/TITLE

EMAIL ADDRESS

PHONE NUMBER

Please submit this form to foundation@independenthealth.com to be entered to win:

- A catered healthy lunch for up to 10 people
- 10 spots in a Healthy Options cooking class*
- Have a registered dietician from the Independent Health Foundation present to your employees as a group, or through personalized, one-on-one nutrition counseling sessions*

**Dates and times to be agreed upon by both parties.*

Plus, your company will be featured on the Healthy Options website. Remember to send us your logo!

Is your company implementing other health and wellness initiatives? Send your story and photos to foundation@independenthealth.com to be featured in our company spotlight section.