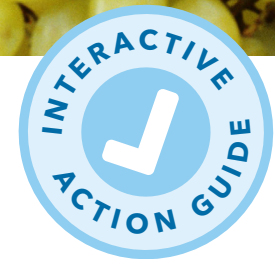


> WORKFORCE HEALTH | RESOURCES



Healthy Eating at Work food policy toolkit





More than 73%

of employees want healthy cafeteria or vending options at work, but

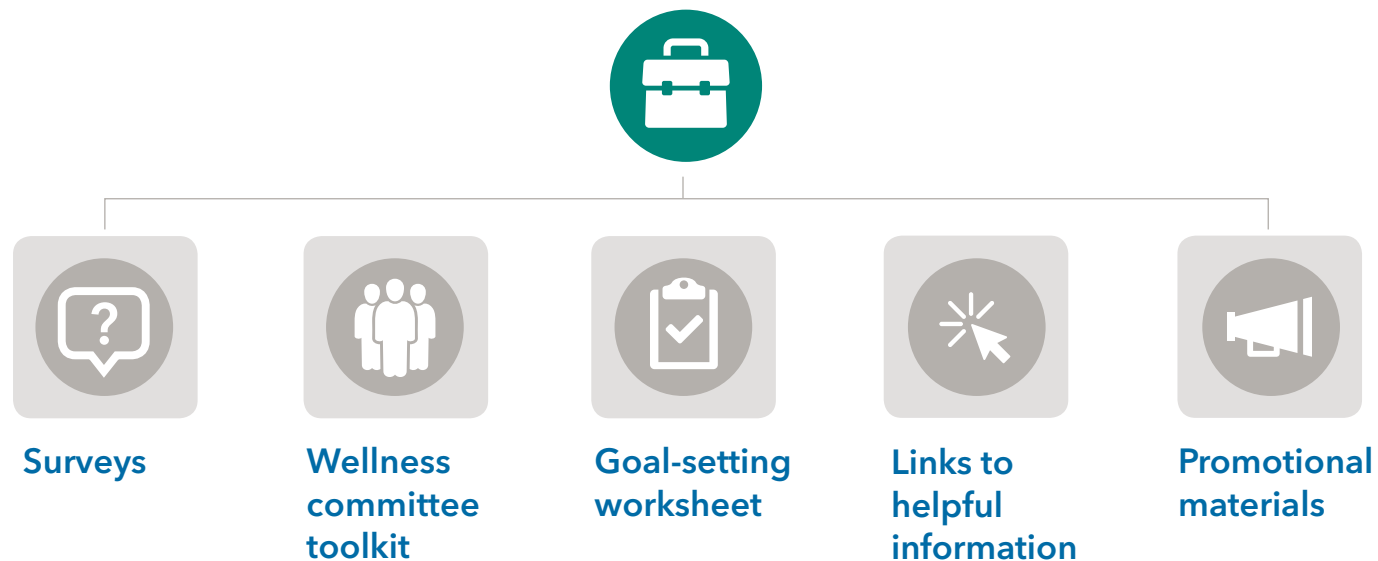
FEWER THAN HALF

of employers provide them.

Source: Quantum Workplace/Limeade, January 2015.

Welcome to your food policy toolkit

Research shows that a healthy diet and good nutrition can reduce the risk of developing obesity, high cholesterol, Type 2 diabetes, and high blood pressure.¹ This toolkit is packed with tips and resources to help you build a food policy that supports your organization's wellness strategy – and empowers your workforce to make healthier choices.



Ready to get started? 

✓ Take the first step

Follow this step-by-step action plan to start building your food policy. First, decide on your timeline – anywhere from 6 to 12 months, depending on the size and complexity of your organization. Then simply check off the boxes as the toolkit walks you through the four basic steps of a successful food policy.



Use data to learn where your company stands on workforce health.

Set goals, schedule events and activities, and develop a promotional strategy.

Launch and promote the policy to your workforce.

Evaluate your policy's success and set future goals.


Let's go! >

1 Assess

Steps	Program timeline	What to do	Tools and resources
<ul style="list-style-type: none"> ○ Get commitment from leadership. 	3 to 6 months before rollout	<ul style="list-style-type: none"> ○ Present the business case for a food policy to your organization’s leadership team. 	<ul style="list-style-type: none"> • Build a case for workforce health.
<ul style="list-style-type: none"> ○ Gather employee baseline data for later comparison. 	3 to 6 months before rollout	<ul style="list-style-type: none"> ○ Identify targets and opportunities for change, including: <ul style="list-style-type: none"> • vending machines • dining facilities • catering services ○ Survey whether employees are interested. 	<ul style="list-style-type: none"> • Employee survey • Easy worksite survey or the Centers for Disease Control scorecard (Nutrition section, page 19) • Worksite vending options report card
<ul style="list-style-type: none"> ○ Form your wellness committee. 	3 to 6 months before rollout	<ul style="list-style-type: none"> ○ Recruit employees and form a wellness committee that will oversee your food policy. 	<ul style="list-style-type: none"> • Wellness committee toolkit <div style="border: 2px solid orange; padding: 5px; display: inline-block;"> <p>TIP Include team members from across the organization on your wellness committee.</p> </div>

Ready to plan? Let’s go! >

② Plan

Steps	Program timeline	What to do	Tools and resources
<ul style="list-style-type: none"> ○ Define your food policy, set your goals, and agree on clear definitions of success. 	<p>1 to 3 months before rollout</p>	<ul style="list-style-type: none"> ○ Determine what your organization wants to achieve and set benchmarks. ○ Write your food policy statement. ○ Set a kickoff date for your policy implementation. 	<ul style="list-style-type: none"> • Goal-setting worksheet • Sample food policies and catering and vending food policies • CDC healthy food service guidelines and nutrition standards at public facilities and government worksites
<ul style="list-style-type: none"> ○ Have leadership announce your policy. 	<p>1 to 3 months before rollout</p>	<ul style="list-style-type: none"> ○ Send communications from the CEO, managers, supervisors, and labor-management representatives announcing your food policy. ○ Announce kickoff date to employees. 	<div style="border: 2px solid orange; padding: 5px; display: inline-block;">  <p>Let employees know you'll be supporting their efforts to eat healthier.</p> </div>

(continues on next page)

② Plan *(continued)*

Steps	Program timeline	What to do	Tools and resources
<ul style="list-style-type: none"> ○ Design an environment that supports your new food policy. 	<p>1 to 3 months before rollout</p>	<ul style="list-style-type: none"> ○ Learn how to make smarter food choices. ○ Establish simple, straightforward goals, such as: <ul style="list-style-type: none"> • post calorie information in cafeterias • add healthy snacks to vending machines • serve healthier food at catered events 	<ul style="list-style-type: none"> • Healthy eating guidelines and nutrition toolkits • Healthy meetings guide • Benefits of posting calorie information • Healthy Plate website, Build Your Meal book, and Build a Meal Interactive Guide • Food ordering tips <div data-bbox="1480 722 1953 938" style="border: 1px solid orange; padding: 5px; margin-top: 10px;"> <p>TIP Involve your legal team, purchasing/contracts department, and any union or employee representatives early in the planning process.</p> </div>

Ready to engage? Let's go! 

③ Engage

Steps	Program timeline	What to do	Tools and resources
<ul style="list-style-type: none"> ○ Launch and promote your new food policy. 	<p>At rollout</p>	<ul style="list-style-type: none"> ○ Announce policy start. ○ Post fliers and posters for employees. <div data-bbox="1010 516 1411 727" style="border: 1px solid orange; padding: 5px;"> <p>TIP Share details about your policy, the phasing out of certain foods and drinks, and healthy eating resources.</p> </div>	<ul style="list-style-type: none"> • Promotional materials, including your: <ul style="list-style-type: none"> ○ emails ○ fliers and posters promoting healthy celebrations and healthy food choices ○ sign-up/pledge sheet <div data-bbox="1436 591 1938 764" style="border: 1px solid orange; padding: 5px;"> <p>TIP Create your own personalized communications that include positive, supportive messages about workplace wellness.</p> </div>
<ul style="list-style-type: none"> ○ Get creative to engage employees in the policy. 	<p>1 to 2 months after rollout</p>	<ul style="list-style-type: none"> ○ Host healthy eating parties, activities, and events. <div data-bbox="1010 1036 1411 1247" style="border: 1px solid orange; padding: 5px;"> <p>TIP Host a lunch 'n' learn about nutrition and invite local community health organizations to participate.</p> </div>	<ul style="list-style-type: none"> • Activity and event ideas: <ul style="list-style-type: none"> ○ corporate garden ○ workplace community-supported agriculture (CSA) program ○ farmers market ○ HealthMedia® Nourish®, an online nutrition program, is available at no cost to Kaiser Permanente members and to nonmembers for a fee.² Promote it with this flier.

(continues on next page)

③ Engage (continued)

Steps	Program timeline	What to do	Tools and resources
<ul style="list-style-type: none"> ○ Get creative to engage employees in the policy. 	<p>1 to 2 months after rollout</p>	<ul style="list-style-type: none"> ○ Encourage participation in wellness programs. <div style="border: 1px solid orange; padding: 5px; display: inline-block;"> <p>TIP Conduct taste tests of new beverage and snack options to get employees involved with the process.</p> </div>	<ul style="list-style-type: none"> • Wellness Coaching by Phone gives your employees who are Kaiser Permanente members individualized support and step-by-step action plans to eat healthier.³ Promote it with this flier.
<ul style="list-style-type: none"> ○ Keep the momentum going. 	<p>Ongoing</p>	<ul style="list-style-type: none"> ○ Continue your food policy communications. ○ Provide nutrition resources that help employees stick to your food policy guidelines. 	<ul style="list-style-type: none"> • Fliers and posters rotated to various areas of your workplace • Reminder template emails from leadership • Employee support: <ul style="list-style-type: none"> ○ healthy recipe ideas ○ classes that support their health goals ○ fast food nutrition guide

Ready to measure? Let's go!

④ Measure

Steps	Program timeline	What to do	Tools and resources
<ul style="list-style-type: none"> ○ Evaluate your policy's short-term success. 	<p>1 to 3 months after rollout</p>	<ul style="list-style-type: none"> ○ Gather data to compare to the baseline data you recorded at the beginning of your policy. ○ Send a thank-you communication from top-level management to employees acknowledging their role in your policy's success. 	<ul style="list-style-type: none"> • Revisit your saved goal-setting worksheet.
<ul style="list-style-type: none"> ○ Evaluate employee interest and satisfaction with your policy. 	<p>3 to 6 months after rollout</p>	<ul style="list-style-type: none"> ○ Get employee feedback with a follow-up survey. ○ Track progress, participation, and interest in your policy by filling out the worksite health and employee interest surveys again. Evaluate your policy's success based on before-and-after results. 	<ul style="list-style-type: none"> • Free surveys with SurveyMonkey or Google • Worksite health survey • Employee interest survey <div data-bbox="1495 1015 1944 1237" style="border: 2px solid orange; padding: 5px;"> <p>TIP In addition to asking about the new policy, ask for evaluations of resources and classes, as well as any personal success stories.</p> </div>

(continues on next page)

④ Measure *(continued)*

Steps	Program timeline	What to do	Tools and resources
<ul style="list-style-type: none"> ○ Evaluate your policy's long-term success. 	<p>3 to 6 months after rollout</p>	<ul style="list-style-type: none"> ○ Gather data to compare to the baseline data you recorded at the beginning of your program and the data you collected 3 or 6 months after your kickoff. ○ Create an evaluation process for your organization. Sample questions can include: <ul style="list-style-type: none"> • Did we accomplish the policy goals? • Did we reach the target audience? • Did we provide the necessary resources to meet our goals? ○ Send another thank-you communication to employees from top-level management. 	<ul style="list-style-type: none"> • Workplace health promotion report • Revisit your saved goal-setting worksheet.

 **Contact your Kaiser Permanente representative for more information.**

¹ "Workplace Health Promotion," Centers for Disease Control and Prevention, October 23, 2013.

² Mid-Atlantic States: These value-added services are extra services provided by entities other than Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc. (KFHP-MAS), and are neither offered nor guaranteed under any KFHP-MAS contract. These entities may change or discontinue offering these services at any time. KFHP-MAS disclaims any liability for the services provided by these entities.

³ Available at no cost to Kaiser Permanente members and to nonmembers for a fee.

Information may have changed since publication.

Kaiser Foundation Health Plan, Inc., 1950 Franklin St., Oakland, CA 94612, 510-987-1000 • Kaiser Foundation Health Plan, Inc., 393 E. Walnut St., Pasadena, CA 91188, 626-405-5000 • Kaiser Foundation Health Plan of Colorado, 10350 E. Dakota Ave., Denver, CO 80247, 303-338-3800 • Kaiser Foundation Health Plan of Colorado, 1975 Research Pkwy., Ste. 250, Colorado Springs, CO 80920, 719-867-2100 • Kaiser Foundation Health Plan of Georgia, Inc., Nine Piedmont Center, 3495 Piedmont Rd. NE, Atlanta, GA 30305, 404-364-7000 • Kaiser Foundation Health Plan, Inc., 711 Kapiolani Blvd., Honolulu, HI 96813, 808-432-5955 • Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc., 2101 E. Jefferson St., Rockville, MD 20852, 301-816-2424 • Kaiser Foundation Health Plan of the Northwest, 500 NE Multnomah St., Ste. 100, Portland, OR 97232, 503-813-2000 • Kaiser Foundation Health Plan of Washington or Kaiser Foundation Health Plan of Washington Options, Inc., 601 Union St., Suite 3100, Seattle, WA 98101