

Sample Worksite Policy Template: Food Policy

PURPOSE: Worksites play an important role in the food environment. Worksites that promote a nutritious food environment contribute to honoring the health of employees, respond to increased consumer demand for nourishing food, and help strengthen local food systems.

[Company Name] is committed to providing a work environment that promotes nutritious eating and supports employees in making nutritious food choices in and outside of work.

POLICY STATEMENT: *[Company name]* will promote employee wellness and support nutritious food options. *[Company name]* will provide food and beverage options that meet the Vermont Department of Health's Nutrition Guidance for Worksites (see appendix) whenever food or beverages are served or sold on company grounds or at company events: ***[Select one or more options]***

- Food and Beverage Standards will be adhered to at meetings and company sponsored events in accordance with Vermont Department of Health's Vermont Food Standards:
[HealthVermont.gov/wellness/physical-activity-nutrition](https://healthvermont.gov/wellness/physical-activity-nutrition)
- Food and Beverages Standards will be adhered to in vending machines in accordance with Vermont Department of Health's Vermont Food Standards.
- Food and Beverages Standards will be adhered to in cafes or cafeterias in accordance with Vermont Department of Health's Vermont Food Standards.

SCOPE: This policy applies to all employees, interns, and volunteers of *[Company Name]*. *[Company name]* will ensure that wellness opportunities are provided for all employees, regardless of age, cultural or religious practices, gender expression, sexual orientation, or disability status.

SUPPORTING ACTIVITIES: The following activities will be provided to employees to further support nutritious food choices: ***[Select one or more activities]***

- Refrigerators, microwaves, and break areas will be accessible for employee use.
- Access to free, safe water will be available throughout the day.
- Vending machines and staff cafeteria(s) will:
 - Use competitive pricing to make nutritious options more affordable.
 - Use signs or symbols to make nutritious options stand out and have nutrition information available for foods and beverages.
- Local food initiatives will be supported:
 - Employees will have access to, an ideally discounted, on-site Community Supported Agriculture (CSA) program.
 - Whenever possible, local food will be offered in cafeteria(s) and at catered meetings and events.

Signature:

Date:

Developed by the Vermont Department of Health

Sample Worksite Policy Template: Physical Activity Policy

PURPOSE: Regular physical activity can help reduce the risk of chronic conditions and improve mental wellbeing, as well as productivity at work. The National Physical Activity Guidelines encourage adults to engage in a minimum of 2.5 hours of moderate physical activity per week.

[Company Name] is committed to providing a work environment that promotes equitable, accessible physical activity and supports employees in meeting Physical Activity Guidelines.

POLICY STATEMENT: *[Company name]* will support employee wellness and provide opportunities for employees to be physically activity while at work, specifically:

- Managers and supervisors will encourage employees to use breaks and lunch periods for physical activity, if desired and feasible for the employee's position.
- Employees may request a flexible schedule to engage in physical activity, including an alternate start or end time to the workday to accommodate physical activity before, during, or after work.
- Employees will be encouraged to engage in active meetings, including taking walking or rolling meetings, providing activity breaks during meetings, and allowing for standing, moving, or stretching during meetings.

SCOPE: This policy applies to all employees, interns, and volunteers of *[Company Name]*. *[Company name]* will ensure that wellness opportunities are provided for all employees, regardless of age, cultural or religious practices, gender expression, sexual orientation, or disability status.

SUPPORTING ACTIVITIES: The following activities will be provided to employees to support the implementation of this policy: *[Select one or more activities]*

- Bike racks will be provided on-site, and employees are encouraged to get to work through active or sustainable means of transportation.
- Functional on-site fitness equipment will be accessible for employees at no cost.
- Ergonomic assessments will be offered to employees at no charge.
- Active workstations, such as standing desks or treadmill desks, will be offered to employees at no charge.
- *[Company Name]* will subsidize membership to *[fitness center's name]* for employees, their domestic partners, and dependent children.

Signature:

Date:

Developed by the Vermont Department of Health



(This policy is part of the [QUIT@WORK](#) toolkit.)

Sample Worksite Policy Template: Tobacco- and Vape-Free Policy

It is the policy of *[insert company name]* to provide a tobacco- and vape-free environment for all employees and visitors. This policy covers the smoking of any nicotine or tobacco products, including vaping, and the use of smokeless or “spit” tobacco, and applies to both employees and non-employee visitors.

Definition

Vermont law requires that there will be no smoking of tobacco products within the facilities at any time. If smoking occurs outside the building, it must be at least *[insert distance]* feet from the main entrance to ensure that the smoke does not enter the building. All materials used for smoking, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers.

(For a tobacco- and vape-free building and grounds) There will be no smoking of nicotine or tobacco products, including vaping, within the facilities or on the grounds at any time.

There will be no smoking in any *[insert company name]* vehicles at any time.

There will also be no nicotine or tobacco use in personal vehicles when transporting persons on *[insert company name]*- authorized business, or if the vehicle is parked on company premises.

Procedure

1. Visitors will be informed of this policy with signs and it will be explained by their host.
2. *[Insert company name]* will help employees who wish to quit smoking by providing information about Vermont’s quit smoking services.
3. Any violations of this policy will be handled through the standard disciplinary procedure.
4. For questions about Vermont’s Smoking in the Workplace law, or to file a complaint with the Department of Health, call (toll-free) 1-866-331-5622.



Sample Worksite Policy Template: Lactation Policy

Employer Name:

Date:

It is our policy to encourage all of our pregnant and postpartum employees to consider breastfeeding or chestfeeding their infants and children as a means of promoting the health of both child and parent. We encourage and support employees in their efforts to combine working and lactation.

1. This worksite lactation support policy recognizes that breastfeeding/chestfeeding is the most healthful, natural and economic method of infant nutrition. It is our policy to support the needs of lactating parents when they return to work.
2. Parental leave planning will address the transition from full-time parental leave to full-time work and the impact that this may have on lactation.
 - Parental leave is sufficient to establish lactation, generally 6-8 weeks.
 - Options include: a combination of full-time and part-time parental leave, a flexible work schedule to accommodate lactation needs, break times to use a pump at work.
3. Lactating employees are allowed a flexible schedule for nursing or pumping. The time allowed will not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave must be used or the employee can come in earlier, leave later or take a shorter lunch.
4. An appropriate room will be provided where lactating employees can:
 - a. Nurse an infant brought in during lunch or breaks.
 - b. Express milk to be stored for later use.
 - The room will be a private area for feeding an infant or pumping milk located in an area where a crying infant will not be disruptive to other employees.
 - The room will have accessible electrical outlets for electric pump use and a sink close by with a clean, safe water source for hand washing and rinsing out pump equipment.
 - The room will contain a comfortable chair with arms for nursing, a nursing stool could be optional, a table or desk and a chair for pumping.
5. If needed, a signup sheet will be posted to ensure that all those needing the room will have the opportunity to use it.
6. A small refrigerator will be available for safe storage of human milk. Lactating employees will provide their own containers and milk stored in the refrigerator will be clearly labeled with name and date. Those who use the refrigerator shall be responsible for keeping it clean.

A sample detailed lactation policy can be found here:

[HealthVermont.gov/sites/default/files/document/hdpd-sample-lactation-support-policy-detailed.pdf](https://www.healthvermont.gov/sites/default/files/document/hdpd-sample-lactation-support-policy-detailed.pdf)