


<b>Category:</b>	Workplace	<b>INCA Community Services Personnel Policy</b>  
<b>Sub Category:</b>	Health and Safety	
<b>Effective Date:</b>	10/01/2013	
<b>Revised Date:</b>		
<b>Forms:</b>		
Responsible: Directors, Supervisors, Head Start Nutrition Manager, On-Site Food Service Staff		

## Worksite Nutrition Policy

### Policy

INCA aims to make the healthy choice the easy choice as a central premise of the nutritional guidelines using the Dietary Guidelines for Americans. Statistics prove that people who are overweight or obese have a higher risk for serious health conditions, including increased probability of experiencing diabetes, heart disease, strokes, and some type of cancer. By minimizing access to unhealthy food and drink in the workplace, INCA can support and encourage healthy choices. The Policy is specifically targeted for our worksite regarding all foods and beverages sold or provided on INCA premises.

### Guidelines

Healthy food options consistent with the Dietary Guidelines for Americans for foods and beverages sold or provided on the agency premises.

### Company Sponsored Meetings and Events

Examples of recommend healthy light refreshments:

- Fresh fruit and vegetable tray – offered with low-fat chips;
- Whole grain crackers or granola bars (5g fat or less per serving)
- Low-fat cheese and whole grain crackers
- Whole grain muffins and whole grain breads
- Low-fat yogurt
- pretzels, popcorn, baked chips, unsalted nuts or trail mixes
- serve milk or dairy-type products (2%, 1%, or nonfat), 100% fruit or vegetable juices, coffee, Tea (unsweetened), water.

### Vending Machines

Examples of food and beverage options in vending machines:

- Offer items that contain 0 grams trans fat per serving
- Offer snack items that contain  $\leq 230$  mg sodium per serving (excludes refrigerated meals)
- Individual meal items must contain  $\leq 480$  mg sodium per serving
- In addition to meeting the requirements listed above, at least 25% of all packaged food choices must meet the following criteria:
  - $\leq 200$  calories per items (excluding nuts and seeds without added fats, oils, or caloric sweeteners)
  - $\leq 10\%$  total calories from saturated fat (excluding nuts and seeds without added

<p>fats and oils)</p> <ul style="list-style-type: none"> <li>○ ≤35% of calories from sugar (excluding fruits without added sweeteners)</li> <li>● At least 50% of available beverage choices (other than 100% juice and unsweetened milk) must contain ≤40 calories/serving.</li> <li>● If milk or dairy-type products are offered, only offer 2%, 1% or non-fat.</li> <li>● If juice is offered, offer at least one 100% juice with no added caloric sweeteners.</li> <li>● Vegetable juice must contain ≤230 mg sodium per serving.</li> </ul>
<p><b>Environmental Items</b></p>
<ul style="list-style-type: none"> <li>● Refrigerator access for employees</li> <li>● Microwave access for employees</li> <li>● A sink with water faucet access for employees</li> </ul>
<p><b>On-site Food Service</b></p>
<ul style="list-style-type: none"> <li>● Only offer 2%, 1%, and fat-free dairy items</li> <li>● If yogurt is offered, only offer yogurt with no added caloric sweeteners or yogurts labeled as reduced or less sugar according to FDA labeling standards.</li> <li>● Processed cheese must contain ≤230 mg sodium per serving</li> <li>● When protein entrees are offered, offer lean meat, poultry, fish, or low-fat vegetarian entrée choices.</li> <li>● Canned or frozen tuna, seafood, and salmon must contain &lt;290 mg sodium per serving, and canned meat &lt;480 mg sodium per serving.</li> <li>● Commercial food items must have zero trans-fat per serving on the label</li> <li>● All individual food items must contain ≤480 mg sodium as served, unless otherwise specified.</li> <li>● All meals must contain ≤900 mg sodium as served</li> <li>● At least 50% of available beverage choices (other than 100% juice and unsweetened milk) must contain ≤40 calories/serving</li> <li>● If juice is offered, only offer 100% juice with no added sweeteners.</li> <li>● Vegetable juices must contain ≤230 mg sodium per serving.</li> <li>● When cereal grains are offered (e.g., rice, bread, pasta), then a whole grain option must be offered for that item <ul style="list-style-type: none"> <li>○ All cereal, bread, and pasta offering must contain ≤230 sodium per serving</li> <li>○ At least 50% of breakfast cereals must contain at least 3g of fiber and less than 10g total sugars per servings</li> </ul> </li> <li>● Drinking water must be offered at no charge at all meals service events</li> <li>● At least 50% of available beverage choices (other than 100% juice and unsweetened milk) must contain ≤40 calories/serving.</li> <li>● If milk or other dairy-type products are offered, only offer 2%, 1%, or non-fat.</li> <li>● If juice is offered, offer at least one 100% juice with no added caloric sweeteners.</li> <li>● Vegetable juice must contain ≤230 mg sodium per serving</li> </ul>
<p><b>Head Start Policy to Support Healthy Eating Behaviors</b></p>
<ul style="list-style-type: none"> <li>● At least 30 minutes for breakfast and lunch and 15 minutes for snacks will be provided from the time students are seated to allow adequate time to eat meal.</li> <li>● Children and adults served the same menu, except for those requiring a special diet that has been ordered by a medical authority, or requested in writing, because of ethnic or religious reasons.</li> <li>● Children, staff and volunteers sit at the table during meals sharing the same menu to the fullest extent possible.</li> </ul>

- Staff and volunteers will not have food or beverage other than what is served to everyone in the view of the children.
- Banning the use of food, beverage, or candy as a reward or punishment for child's behavior or performance.
- Use of multiple channels, including classroom, cafeteria and communications with parents, are used to promote healthy eating behaviors.
- Training and support to food service and teaching staff is provided to meet nutrition standards for preparing healthy meals.

### **Fund Raising**

Only health-promoting fund raising efforts such as non-food options or only healthy food and beverage options, physical activity-related options (e.g., fun-run), or community service options (e.g., car wash, bingo) are permitted.

### **Definitions**

**Dietary Guidelines for Americans(DGA)** – U.S. Department of Agriculture; Department of Health and Human Services. Provides science-based nutrition guidance for Americans ages 2 and older to promote healthy lifestyles and dietary habits.

### **Dissemination of Policy**

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.