In the workplace, food is often easily available or used as a motivation tool, making it challenging for staff to adopt or maintain healthy eating habits and manage weight. Supportive workplace food protocols can create an environment that positively influences social norms, promotes healthful eating, and can aid in the prevention and self-management of chronic conditions.

The following HPCDP protocols are designed to put healthy options within reach for all staff. Please note that all food purchases must align with the DAS Policy for Non-Travel Meals and Refreshments. See: http://www.oregon.gov/das/Financial/Acctng/Documents/10.40.10.pdf

These protocols apply to all HPCDP staff, including employees, volunteers, trainees, interns, contractors and sub-contractors.

**Nutrition Protocol 1: Food and Drink in public areas**

* To support our co-workers’ and visitors’ health, food for sharing will not be placed in communal areas of the office or public areas at events.
* Food may be shared in the kitchen or individual work cubicles. The kitchen area and individual work cubes are not considered public areas for this protocol.
* When storing personal food in cubicles, place in areas not visible to passers-by.

**Nutrition Protocol 2: When to Offer Food and Drink**

* For any meeting lasting less than three hours, staff shall not use state funds to provide food or beverages, other than water, unless the meeting is held during a typical meal time.
* For meetings held outside typical meal times, staff shall not use state funds to provide food.

**Nutrition Protocol 3: What and How to Serve**

* If food and beverages are provided at any meeting, conference or event, staff shall make a **good faith effort** to provide foods and beverages that follow healthy eating patterns consistent with the U.S. Department of Agriculture’s *Dietary Guidelines for Americans 2015-2020 (DGA).*

**For more detailed information, please refer to the following resources:**

* DHS|OHA Healthy Meetings, Conferences and Events Policy

<https://apps.state.or.us/Forms/Served/me010-019.pdf>

* DHS|OHA Healthy Meetings, Conferences and Events Guidelines

<https://apps.state.or.us/Forms/Served/me010-019-01.pdf>

* DHS|OHA Healthy Meetings, Conferences and Events Policy Frequently Asked Questions

<https://apps.state.or.us/Forms/Served/me010-019-02.pdf>

* United States Department of Agriculture Dietary Guidelines

<https://www.choosemyplate.gov/dietary-guidelines>

**Nutrition Protocol 4**: **Potlucks and other events on personal time that do not use HPCDP dollars**

* If a HPCDP staff member chooses to bring food items to work to share that do not meet the healthy food protocols, they are strongly encouraged to provide a healthy alternative or to coordinate with another staff member to do so.

**Implementation**

HPCDP staff responsible for ordering food for meetings, and others who influence decisions on food served at meetings, can reference the resources listed above or consult with the Nutrition Policy Specialist.

HPCDP requires all contractors to use caterers who have demonstrated the ability to provide healthy food choices at meetings and follow the DHS|OHA Healthy Meetings, Conferences and Events Policy.

To ensure these protocols are implemented, staff involved in planning events will approve only those menus and food requests that meet these guidelines. Staff who have concerns about food provided at a HPCDP event or other nutrition protocol issues, should talk to their manager. If there is no resolution, the manager or staff member will take the issue to the section manager for consideration. If necessary, the staff member, the program manager and the section manager will meet to discuss all possible options.

Meeting and event organizers should ensure clear communication of the content, intention and benefit of these guidelines to all contractors, sub-contractors and attendees.

The PHD Wellness Committee works with PHD staff to create a culture of health in PSOB.

# Protocol Review

This protocol should be reviewed annually to ensure it is consistent with all applicable agency and statewide policies and guidelines.

**Adopted by HPCDP management on:**  \_\_5/15/18\_\_\_\_\_\_ \_\_\_\_\_\_

**Reviewed by HPCDP staff on:**  5/15/18 \_\_\_\_\_\_