**Model policy (agency)**

**[State Agency] Policy**

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| Title: | Food and Beverage Service Policy  | Number: |  |
| Procedure: |  |
| References: |  |
| Applies to: | All {State Agency} employees |
| Contact: |  |
| Effective Date: | July 1, 2014 | Review Date: |  |
| Supersedes: | New Policy |
| Approved: |  |  |

**Policy Statement:**

The {State Agency} supports efforts to create a healthy workplace for employees and guests. In support of that goal, we are ensuring access to healthy-choice options in the department’s {vending machines, meetings and events, on-site retail venues and cafeterias}. Food and beverages served must meet defined nutrition guidelines (guidelines) in accordance with Executive Order 13-06. These guidelines must be fully implemented by December 31, 2016.

**Resources:**

[www.doh.wa.gov/choosewell-livewell](http://www.doh.wa.gov/choosewell-livewell)

**Framework:**

This policy ensures that food and beverages we offer or serve meet the Healthy Nutrition Guidelines defined by the Department of Health. The guidelines apply to foods offered and served by and in our {vending machines, meetings and events, cafeteria/restaurant, cafes and on-site retail venues}.

The {Worksite Wellness/Health and Productivity Committee} is the agency leadership group that is responsible for implementing and monitoring the adoption of the guidelines. The {Health and Productivity Committee} appoints an agency lead to oversee implementation and monitoring of the guidelines.

**Review and Approval:**

The {Health and Productivity Coordinator} is responsible to coordinate any updates or rescission of this policy or its associated procedure(s) with the Labor Relations Manager in the Office of Human Resources. The {Department Director/Secretary, state agency} has full authority to review and approve this policy and any associated procedure. The {Department Director/Secretary, state agency} also has the authority to delegate this responsibility.