

Corporate Human Resources Policy		Content Updated: 2011-05-01
Health, Safety & Wellness		Supersedes Policy: Not Applicable
Policy No: HR-41-11		
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Healthy Food & Beverage Policy

POLICY STATEMENT	<p>The City of Hamilton supports employee health by making healthy food and beverage choices the easier choice, by being a role model in the community for food service that is free of industrially produced trans fats, and by promoting a safe and sustainable local food system.</p>
PURPOSE	<p>This policy demonstrates the commitment of the City of Hamilton to:</p> <ul style="list-style-type: none"> • Healthy Eating, including the provision of food that is free of industrially produced trans fats and accommodations for those with special dietary needs; • Safe food handling practices; and • The Solid Waste Management Master Plan (SWMMP). <p>Almost 60% of Hamilton adults were classified as overweight or obese in 2007/08, which is significantly higher than Ontario adults, overall¹. Overweight and obesity can significantly impact the health and well-being of City of Hamilton employees. The provisions and standards in this policy will help employees avoid chronic disease, disability and the associated costs which impact the individual, the employer, and the community.</p> <p>Healthy eating is fundamental to good health. Individuals who eat healthy foods are more likely to lead longer, healthier lives. The benefits of healthy eating include:</p> <ul style="list-style-type: none"> • Overall health and vitality; • Reduced risk of type 2 diabetes, heart disease, certain types of cancer and osteoporosis; • Reduced risk of overweight and obesity and ; • Adequate intake of vitamin, minerals and other nutrients.
SCOPE	<p>This policy applies to all City employees, including but not limited to regular, temporary and contract employees, and to consultants, volunteers, trainees and students when food and beverages are provided and funded by the City of Hamilton for all staff related and hosted events. This includes but is not limited to the serving of food for business meetings, training, education, appreciation and hosted events.</p>

¹ Canadian Community Health Survey 1.1 (2001) and 2007/08, Share File, Ontario Ministry of Health and Long-Term Care.

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	<p>Some management and professional staff are required, as part of their business responsibilities for the City, to participate in hospitality events with external parties where additional food and beverages to those included in this Policy are available. Such participation is not a breach of this Policy, so long as the hospitality event serves a legitimate business purpose.</p>	
DEFINITIONS Healthy Choices Free of Industrially Produced Trans Fats Safe Food Handling Practices Municipal Recycling and Waste Reduction Practices	<p>The following terms referenced in this Policy are defined as:</p> <p><u>Healthy Choices</u>: Refers to a variety of nutritious food and beverages that are consistent with the four food groups identified in the <i>Eating Well with Canada's Food Guide</i>, that are prepared with little or no added fat, salt, or sugar, and are free of industrially produced trans fat.</p> <p><u>Free of Industrially Produced Trans Fats</u>: For all vegetable oils and soft, spreadable (tub-type) margarines sold to consumers or for use as an ingredient in the preparation of foods on site by retailers or food service establishments, the total trans fat content is limited to 2% of total fat content.</p> <p>For all other foods purchased by a retail or food service establishment for sale to consumers or for use as an ingredient in the preparation of foods on site, the total trans fat content is limited to 5% of total fat content. This limit does not apply to food products for which the fat originates exclusively from ruminant meat or dairy products.</p> <p><u>Safe Food Handling Practices</u>: Refers to all steps in the preparation of food including purchase, storage, serving, etc. that minimize the possibility of food borne illness.</p> <p><u>Municipal Recycling and Waste Reduction Practices</u>: In line with the goals of the Solid Waste Management Master Plan (SWMMP), particularly SWMMP Recommendation #19 to support the City's Corporate waste diversion plan including the implementation of the three-stream waste collection system (recyclables, organics and residual garbage).</p>	
PRINCIPLES	<p>The following principles / criteria apply to this Policy:</p> <ol style="list-style-type: none"> 1. 75% of food and beverages offered are healthy choices and, where sold at worksite cafeterias, are competitively priced; 2. All food and beverage choices are free of industrially produced trans fats, which includes consideration of frying 	

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	<p>oils & margarine spreads, pre-packaged foods, pastries and baked goods;</p> <p>3. When organizing business and education functions, participants are asked to identify any special dietary needs, such as food allergies, intolerances, or dietary restrictions (religious, cultural, medical). These special dietary needs are accommodated, whenever possible.</p> <p>4. Safe food handling practices are followed at all times;</p> <p>5. Municipal tap water is used, where possible, when water is offered;</p> <p>6. Municipal recycling and waste reduction practices are followed, where feasible.</p>
TERMS & CONDITIONS	<p>The following terms and conditions apply to this Policy:</p> <p>City of Hamilton employees must ensure principles / criteria 1 through 6 are met when selecting food and/or beverage vendors and when selecting, purchasing, and distributing food and beverages at City of Hamilton funded business, training, education, appreciation and hosted events.</p>
RESPONSIBILITIES	<p>The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows:</p>
MANAGEMENT	<ul style="list-style-type: none"> ○ <i>To ensure that staff understand and comply with the Healthy Food and Beverage Policy.</i> ○ <i>To only approve funds for food and beverage choices that comply with this policy and the Meal & Hospitality Expense Guidelines.</i> <p>http://www.myhamilton.ca/myhamilton/CityandGovernment/CityServices/Careers/EmployeeOrientation/PoliciesProcedures/MealandExpenseGuidelines.htm</p>
EMPLOYEES	<ul style="list-style-type: none"> ○ To comply with this policy. ○ To consult, if needed, with a Public Health Services Healthy Living Division Registered Dietitian regarding selection of healthy food and beverage choices that are free of industrially produced trans fats, special dietary needs ○ To consult, if needed, with a Public Health Inspector regarding safe food handling practices and use of municipal tap water. ○ To consult, if needed, with the Waste Management Division regarding municipal recycling and waste reduction practices.

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	<ul style="list-style-type: none"> ○ To use the resources available on the HR Net available at http://enet/whos_doing_what/HumanResources/Home/HR_Web_Page/default.asp?id=1305 ○ To use only menus that meet the principles of the Policy. Approved menus are available at http://enet/whos_doing_what/HumanResources/Home/HR_Web_Page/default.asp?id=1305. Additional menus are welcome and can be reviewed by a Public Health Services Healthy Living Division Registered Dietitian.
COMPLIANCE	Non-compliance with this Policy may result in the appropriate disciplinary measures.
RELATED DOCUMENTS	<p>The following related documents are referenced in this Policy:</p> <ol style="list-style-type: none"> 1. Solid Waste Management Master Plan. Solid Waste Management Master Plan Recommendations, Committee of the Whole, Dec.5, 2001 (TOE01013A) 2. <i>Eating Well with Canada's Food Guide (Health Canada, 2007)</i>; available at http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/order-commander/eating_well_bien_manger-eng.php
HISTORY	<p>The following Public Health Services guidelines and policies served as a basis to this Policy:</p> <p>03-20 <i>Healthy Food Guidelines for Corporate Business, Educational and Community Functions</i> - approved by CMT 1999-12-15; approved by DMT 2000-09-19</p> <p>08-02 <i>Healthy Food Policy for Corporate Business, Educational and Community Functions</i> revised by Pat Elliott-Moyer, Public Health Nutritionist, Healthy Lifestyles and Youth Branch 2005-04-14; approved by DMT 2005-05-02.</p> <p>08-02 <i>Healthy Food and Beverage Policy</i> revised by Pat Elliott-Moyer, Public Health Nutritionist and Suzanne Neumann, Public Health Nutritionist, Healthy Lifestyles Division, June 2008; Approved by Public Health Services Management Team 2008-11-12. Approved in principle for corporate adaptation by SMT on October 7, 2010.</p> <p>Consultation was completed with DMT's from across the City from November 15, 2010 to March 30, 2011.</p> <p>This policy was approved by Senior Management Team on 2011-05-26.</p>