



THE WORKPLACE
**WELLBEING
CHARTER**



Health Eating
Workplace Wellbeing Charter

SUPPORT PACK



The resources in this pack will help your organisation move towards meeting the Commitment standards in the Healthy Eating area of the Charter. This pack alone does not guarantee your organisation will be accredited with the Charter, but gives you advice, guidance, templates and information.

We encourage you to use the information here to assess your current practice against the standards of the Charter and to update existing policies and procedures or fill any gaps. Feel free to adopt the policy templates here as your own or edit, adapt and borrow from them as you see fit and make sure you share any new policies or updates with your team. We encourage you to share the information resources and links with your staff and make them accessible, so people can find them when they want.

Charter Accreditation

There is no overall level of accreditation and the award is always the Workplace Wellbeing Charter. The Commitment, Achievement and Excellence levels are for your own benchmarking to recognise good practice and areas for improvement. You do not have to be at the same level for each of the eight areas. Your organisation must show evidence, supported by staff interviews, to meet at least the Commitment standards in all eight areas and where applicable evidence which shows you meet Achievement and Excellence.

We do not provide generic resources to meet the Achievement or Excellence standards, but we do deliver bespoke support.

Additional Support

In addition to the resources here, health@work can provide bespoke support to advise whether your organisation meets the standards of the Charter (from Commitment up to Excellence level) and how to address any gaps, including action planning, consultancy, training and a range of health and safety and wellbeing services. Please contact health@work for more information.

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Commitment Standards

Food choices can have a profound effect on health and work performance and while an organisation cannot tell staff what to eat, the Charter provides a framework to raise awareness of healthy habits. The standards in this section include information sharing, facilities for staff, catering provision and procurement, weight management and health promotion.

95% of interventions to tackle obesity have been shown to be highly cost-effective.¹

The more portions of fruit and vegetables eaten per day (up to seven portions), the happier, more engaged and more creative people will be at work.²

Those who eat five portions of fruit and vegetables on at least four days per week show 25% higher job performance than those who do not.³

Sources:

1. McKinsey Global Institute 2014 2. British Journal of Health Psychology 3. Health Enhancement Research Organisation 4. Edward Stanley, 15th Earl of Derby



“Those who think they have no time for healthy eating, will sooner or later have to find time for illness.”⁴



Healthy Eating Commitment Standards



The evidence requirements listed below are examples to highlight the type of evidence which meets each standard and is not an exhaustive list or the only evidence an assessor will accept. It is expected that evidence provided is applicable to the size of the organisation.

Commitment

Evidence Requirements

HE1	A Healthy Eating statement is in place and employees are aware of it.	<ul style="list-style-type: none"> • A healthy eating policy/statement or strategy is in place promoting healthy eating in the workplace. • Employees are aware of this policy. • POLICY TEMPLATE PROVIDED
HE2	Appropriate, acceptable and accessible information on healthy eating is provided.	<ul style="list-style-type: none"> • Evidence that employees have been given information about healthy eating. • Posters/leaflets/information promoting healthy eating. • Healthy eating campaigns have been organised. • INCLUDED WITHIN POLICY TEMPLATE. • INCLUDED WITHIN POLICY TEMPLATE
HE3	Any kitchen facilities or beverage areas are in good condition and conform to the highest possible standards and requirements of food hygiene.	<ul style="list-style-type: none"> • Tour of site confirms kitchen facilities are available and in good condition, where available. • If the organisation provides a canteen; food hygiene certificates are in place and there is evidence of kitchen inspections

Evidence Requirements

HE4	Wherever possible, eating facilities that are clean and user friendly are provided away from work areas. Use of these facilities is promoted to enable regular breaks away from the work area.	<ul style="list-style-type: none"> • Tour of site includes eating facilities, where available.
HE5	All workplaces have access to fresh drinking water.	<ul style="list-style-type: none"> • Drinking water is available, confirmed by tour of site.

Signposting

We think you'll find the following links useful to learn more about healthy eating in the workplace and to meet the standards of the Charter.

NHS Choices: Information, advice, hints and tips on healthy eating, diet and lifestyle. The comprehensive range of articles includes recipes, meal plans, weight loss advice, information on digestive disorders and links to further sources of information

<https://www.nhs.uk/livewell/healthy-eating/pages/healthyeating.aspx>

The British Heart Foundation: Information pages from the BHF including healthy eating tips for the working day, how to stay hydrated at work and how to get the most from a lunchbreak.

<https://www.bhf.org.uk/health-at-work/inspire-workplace-health/eating-well/what-works-well>

Mental Health Foundation: Diet and mental health section of the website has some great information on food and mood and the types of foods which help and hinder good mental health and wellbeing, which is really important for a good day at work.

<https://www.mentalhealth.org.uk/a-to-z/d/diet-and-mental-health>



Healthy Eating Policy template

You can use the following template to meet standard HE1 and HE2.

Poor diet is responsible for over half of all coronary heart disease (CHD) and also contributes to stroke, hypertension, osteoporosis, obesity, type 2 diabetes, osteoarthritis and some cancers. It is estimated that 70,000 premature deaths in the UK could be prevented each year if UK diets matched nutritional guidelines. If current trends continue, levels of working age adults who are overweight or obese will rise to approximately 90% in men and 80% in women by 2050. Furthermore, what we eat and drink not only affects weight and health but performance too. Eating regular, well-balanced meals and drinking plenty of water will improve overall wellbeing, while increasing alertness and concentration levels – meaning benefits for both employer and employee.

Staff health and wellbeing is of paramount importance and our organisation strives to create an environment in which staff members feel valued and supported to maintain good health and wellbeing as part of an effective work-life balance. Our company understands the numerous benefits associated with healthy eating (Appendix B) and as such we aim to break down barriers to healthy options, provide support and encourage all employees to make healthier food choices both during and outside the working day.

Any workplace initiatives will be entirely optional and done with the intent of being supportive. Those who do not wish to engage or are unable to do so, during or outside the working day, will not be criticised, judged or professionally disadvantaged in any way and no punitive action will ever be taken on these grounds.

Aims and objectives

Our company seeks to provide information, support and encouragement to allow all employees to feel able to make healthier food choices as part of the working day and beyond.

In order to achieve these aims our organisation will focus on Awareness, Access, Opportunities and Support.

Awareness

Our company will:

- Provide all staff members with information on current healthy eating guidelines (Appendix A)
- Provide all staff members with information on the benefits of eating well (Appendix B)
- Provide all staff members with signposting and links to further sources of information on the health benefits of healthy eating (Appendix B)
- Provide all staff members with signposting information and links to local healthy eating/food initiatives and community cooking events (Appendix C)

Access

Our company will:

- Provide access to a clean, hygienic eating area away from work stations
- Provide the use of a fridge so that staff can bring fresh food ingredients for lunch/snacks
- Provide the use of a microwave, kettle and toasting machine so that staff feel able to prepare their own lunch rather than having to rely on shop bought or convenience food
- Provide crockery, cutlery and washing up facilities
- Provide fresh drinking water for staff at all times
- Provide fresh fruit for staff to eat on a regular basis
- Ensure all staff are aware of their entitlement to at least the legal minimum required break periods during the working day (as set out in individual contracts of employment) and encourage staff to move away from their usual workspace during this time

Opportunities

Our company will:

- Take part in healthy eating campaigns and publicise this through posters, leaflets, emails, social media and team meetings
- Always opt for healthier choices when bringing in outside catering for events and/or staff meals, training etc
- Offer 'Try and Taste' sessions throughout the year in order to encourage new food choices and develop healthier recipes
- Not promote unhealthy snacks/drinks
- Where vending machines are available we will always seek to remove unhealthy options or at least have an equal amount of healthier options

Appendix A

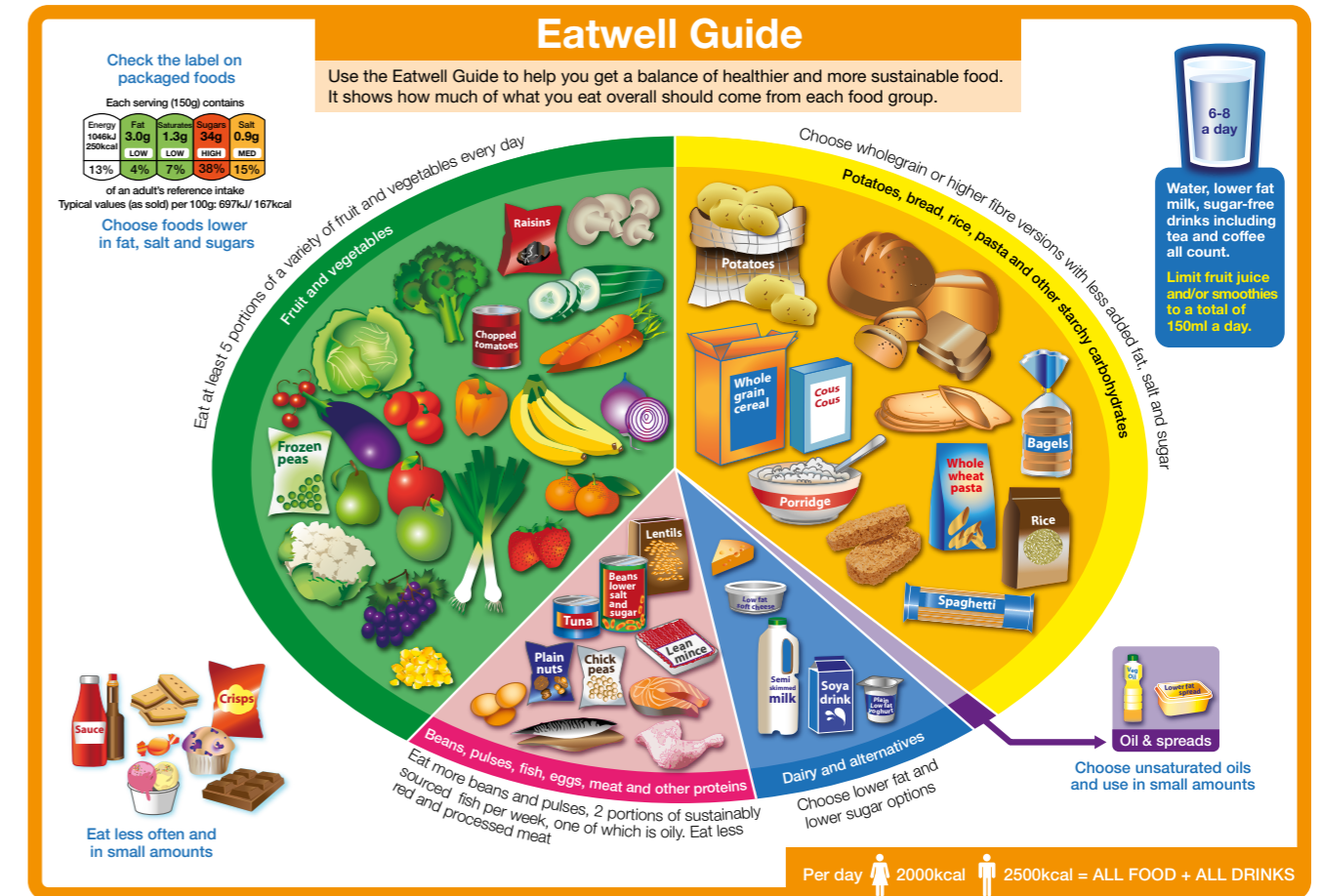
Current UK Healthy Eating Guidelines - Eatwell Plate (PHE 2016)

Support

Our company will:

- Break down barriers to participation for all staff who wish to eat healthier, including time allowance to prepare/heat a meal, providing healthy lunches tips/recipes
- Always opt for healthy catering/venues when considering staff away days, team building or business lunches
- Appoint a workplace healthy eating champion who will be a further source of information, advice and support to all staff. This person should be a volunteer. In the case of more than one volunteer a decision will be voted on by the staff group

Our company's healthy eating champion is..... and they can be called upon for all aspects of healthy eating information including signposting and general nutrition advice.



Source: Public Health England in association with the Welsh Government, Food Standards Scotland and the Food Standards Agency in Northern Ireland

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In addition to the Eatwell Plate the government have also produced 8 Tips for Healthy Eating. They are:

1. Base meals on starchy foods
2. Eat plenty of fruit and veg – at least 5 a day
3. Eat more fish
4. Cut down on saturated fat and sugar
5. Eat less salt
6. Get active and be a healthy weight
7. Don't get thirsty – 2 litres of water a day
8. Don't skip breakfast – eat regular meals

Appendix B

Benefits of eating a balanced diet (for illustrative purposes, not exhaustive)

Day to Day Benefits	<ul style="list-style-type: none"> - Increases energy levels and alertness - Helps you sleep better at night - Helps boost your immune system - Improves mood - Improves appearance of skin
Healthy Weight	<ul style="list-style-type: none"> - Helps with weight loss and to maintain a healthy weight - Increases metabolism so you burn more calories everyday - Decreases risk of obesity related conditions such as diabetes type II, osteoarthritis, heart disease, stroke
Mental Health	<ul style="list-style-type: none"> - Improves mood - Reduces depression and lethargy - Helps support good mental health and wellbeing - Decreases risk of dementia and cognitive decline
Physical Health	<ul style="list-style-type: none"> - Maintains healthy weight therefore reduces risk of all cause morbidity - Keeps your heart healthy - Helps regulate blood sugar levels to reduce risk of type II diabetes - Helps lower cholesterol and maintain healthy levels - Reduces risk of cancer - Helps lower blood pressure and maintain healthy levels - Decreases risk for osteoporosis - Maintains good bowel health

Appendix C

National websites.

British Dietetic Association

<https://www.bda.uk.com/foodfacts/home>

British Heart Foundation

<http://www.bhf.org.uk/heart-health/prevention/healthy-eating.aspx>

Diabetes

<http://www.diabetes.co.uk/>

Mental Health Foundation

<http://www.mentalhealth.org.uk/help-information/mental-health-a-z/D/diet/>

NHS Choices

<http://www.nhs.uk/LiveWell/healthy-eating/Pages/Healthyeating.aspx>

World Cancer Research Fund

<http://www.wcrf-uk.org/>

Top tips for sustaining energy and eating well for work

There'll be no more mid-afternoon slump if you can work these into the day:

- Set a sleep schedule! Studies show appetite is directly linked to sleep and feeling tired often leads to making poor eating choices!
- Always start the day with a nutrient rich breakfast; something like eggs will keep you going, possibly right through 'til lunchtime, but certainly much longer than a bowl of cereal which is often refined carbohydrates with added sugar.
- If snacks are needed between meals choose healthy carbohydrates, such as apples and oatcakes (not rice cakes which are usually high GI).
- Avoid sugary drinks and so-called energy drinks whenever possible; while they may give a perceived boost initially, the evidence indicating adverse health effects of energy drinks such as obesity, diabetes type 2, palpitations and high blood pressure is growing.
- To sustain energy, include foods containing B vitamins & iron, such as boiled egg, spinach, mackerel, chickpeas (bake them with a sprinkle of barbecue or curry seasoning for a crunchy alternative savoury snack!)
- Get organised! Eating well doesn't happen by accident – planning and preparation are your best friends when it comes to good nutrition. Get ahead of yourself at the weekend if possible by batch cooking and try to set aside 10 mins each evening when you pack your lunch ready for the next day. Set a reminder alarm on your phone if needed. Once it becomes part of your routine its second nature and you'll always be glad you did it come morning!
- When you really can't stave off a sweet tooth try dark chocolate (70% cocoa solids minimum), its much less sugar than milk or white chocolate & contains heart healthy antioxidants
- Drink cold water to increase energy levels – particularly infused with cucumber and/or lemon which will enrich it with vitamins and minerals
- Why not ask colleagues whether they'd like to chip into a fruit/veg share? By everyone contributing and sharing or taking it in turns to buy chances are you'll all be on your way to 5 a day in no time!
- Is there a potential Healthy Eating Champion in your team? Often there'll be someone who would love to impart knowledge and motivation and would be more than happy to share recipes and tips on eating well – make the most of that! If they have time, asking them to print out some leaflets, posters etc can help brighten up a canteen or eating area, help educate staff and boost morale!