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# NUTRITION WELLNESS POLICY GUIDE



# INTRODUCTION

The Department of Health (DOH), Chronic Disease Prevention and Health Promotion Division (CDPHPD) led the charge in the development of a Nutrition Wellness Policy (NWP). In April 2015, DOH adopted the NWP policy requiring meetings, training sessions, workshops, conferences, and other events to offer healthy food and drink options when the event is sponsored with state or federal funds. This policy is designed to promote a healthier work environment, giving employees, partners, and meeting participants the opportunity to choose from healthier food and beverage options. DOH leadership hopes to inspire other state agencies and private sector employers to adopt similar standards for their meetings and conferences, to put the state on a positive path to better health.

This purpose of this guide is to provide other agencies with:

- The original DOH Nutrition Wellness Policy
- A template that other agencies, organizations, and businesses can use
- Helpful tools
- Frequently asked questions

Adults spend a large portion of their day in the workplace. Increasing access to healthier food and drinks supports improved health and productivity for employees, while demonstrating care and commitment on the part of employers. Workplace practices and policies that support increased ease, convenience, and access to healthier foods are part of a larger effort towards supporting a healthier workforce and public. A diet rich in nutrient-dense foods and beverages is part of healthy weight management and can help individuals to achieve calorie balance. Along with physical activity, it can contribute to a reduction of overweight and obesity and help lower the risk of getting chronic diseases like diabetes, heart disease, stroke, and cancer.

For more information about the **Nutrition Wellness Policy Guide**  
or to obtain a copy, contact:

Primary Prevention Branch, Chronic Disease Prevention and Health Promotion Division  
Hawaii State Department of Health  
1250 Punchbowl Street, Room 422  
Honolulu, HI 96813  
808-586-4488

**Find These Resources At:**  
[www.StartLivingHealthyAtWorkHI.com](http://www.StartLivingHealthyAtWorkHI.com)

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# Hawaii State Department of Health Nutrition Wellness Policy

## Intra-Departmental Directive No. 15-0

### Purpose

The Hawaii State Department of Health (DOH) is committed to providing a safe, healthy, and productive environment for its employees and members of the public using its facilities or attending a DOH sponsored event. The DOH has long served as a role model in promoting health and wellness in the state.

Increasing access to healthy foods and beverages and reducing unwanted exposure to unhealthy ones is a necessary step in promoting a healthy work environment. Healthy foods and beverages can help reduce consumption of energy-dense, processed foods in part by providing options that are more nutritious and satisfying. This policy is intended to be a developmental effort towards supporting a healthier workforce and public. As such, this policy shall be updated as new information is received and best practices are developed.

The adoption of this policy shall ensure that healthy choices are available wherever food and beverages are purchased with state or federal funds for DOH meetings, conferences, and other DOH sponsored events throughout the state.



### Policy

The Nutrition Wellness Policy (NWP) supports the Department of Human Resources Development (DHRD) Worksite Wellness Policy No. 801.001, effective October 1, 2014, that encourages departmental policies to support wellness including adoption of a policy to encourage healthy foods at meetings and events.

This policy applies to all DOH employees and all contractors, caterers, or other organizations that provide food and beverage services on behalf of DOH for events such as meetings, trainings, workshops and conferences. It does not apply to vending machines, cafeterias, snack shops, or related vending in state buildings.

Food and beverages purchased with state or federal funds for sponsored events such as meetings, conferences, catered events, etc., shall follow the current Dietary Guidelines for Americans as outlined below. To complement offerings of healthful foods at meetings and events, include opportunities for physical activity wherever possible.

When purchasing foods, beverages, or food services with state or federal funds, DOH employees shall:

1. Provide access to drinking water throughout the day.
2. Give priority to foods and beverages that are:
  - Low in added sugars,
  - Free from trans-fats (Og trans-fat), and
  - Low or reduced in sodium.
3. Offer vegetables and/or fruits (preferably fresh) whenever food is provided.
4. Include whole-grain foods whenever processed grains are offered.
5. Offer a protein source with carbohydrate foods at breaks and meals.
6. Include a vegetarian option at meals.
7. Include small-portion options at meals and low-calorie options for snacks.
8. At full-day conferences or events, offer only healthy foods (or healthy beverages only) at mid-morning/afternoon meeting breaks.
9. Make every effort to include culturally appropriate foods.
10. Give priority to Hawai'i-grown and organic foods and beverages.

Employees are encouraged to use the Nutrition Wellness Policy for suggestions on food and beverage items that are voluntarily shared at potlucks and on countertops in common areas of DOH buildings.

## Rationale

Heart disease, cancer, and stroke, the top three causes of death in Hawai'i are affected by what we eat and how active we are<sup>2</sup>. Foods such as vegetables, fruits, whole-grains, nuts, legumes, and fat-free and low-fat dairy products are better choices for preventing many diseases and reducing overweight and obesity.

Approximately 56% of Hawai'i residents are overweight or obese<sup>3</sup>. In Hawai'i, obesity costs an estimated \$470 million each year in health care costs alone<sup>4</sup>. This figure does not include losses due to absenteeism and lost productivity. Obesity is a leading modifiable risk factor that contributes to the growing number of people with Type 2 diabetes and cardiovascular disease. Obesity is an important risk factor for several types of cancer as well.

Approximately 3,000 people are employed by DOH, and state government in Hawai'i employs over 10% of the state's residents. Employees eat many meals and snacks while away from home. By adopting this policy, the DOH is making a strategic move to lead the way to a healthier work environment in the state. Giving priority to healthy foods and beverages is part of a larger, more comprehensive approach to employee wellness. Comprehensive worksite health promotion programs can reduce sick leave, health plan costs, and workers' compensation and disability insurance costs by about 25%, according to an evaluation of 62 studies<sup>5</sup>. This policy to increase healthy food and beverage options demonstrates the broader commitment of the DOH to address the prevention of chronic disease in the workplace and at DOH sponsored events in public venues. It is our intent to serve as a model not only for other state agencies, but also for businesses, institutions, and ultimately, all state residents. The policy is an overall effort to change the environmental cues so each person has health promoting options throughout their day. Subsequently, it is hoped that this policy will contribute to conference and meeting sites and vendors adopting menus that align with the NWP and offer these as standard fare for other state agencies. Nutrition standards and food policies are intended to make the healthy choice the easy choice.



## Definitions

Healthy foods are generally fresh or minimally processed foods, naturally dense in nutrients, that when eaten in moderation and in combination with other foods, sustain growth, repair and support vital processes, promote longevity, reduce disease, and strengthen and maintain the body and its functions. Healthy foods do not contain ingredients that contribute to disease or impede recovery when consumed at normal levels.

Healthy beverages provide water, an essential nutrient, without ingredients that could contribute to disease or impede recovery when consumed at normal levels. Some healthy beverages also provide other nutrients such as vitamins, minerals, protein, and may contain fiber.

## Procedures

**Administrators and managers** or their designees shall be responsible for:

1. Communicating this policy and its provisions to all DOH employees involved in planning and purchasing foods and beverages as part of events with state or federal funds;
2. Instructing new employees in this policy for employees who will be involved in planning and purchasing foods and beverages as part of events with state or federal funds;
3. Clarifying provisions of this policy with the Administrative Services Office as needed;
4. Supervising procurement done by their employees as appropriate;
5. Enforcing the policy and any amendments hereto; and
6. Informing employees of the appropriate and correct procedure to follow when the policies have not been adhered to.

**Employees** involved in procurement of foods and beverages with state or federal funds shall:

1. Become familiar with and follow the guidance in this policy and supporting documents;
2. Direct questions to their supervisor when in need of clarification; and
3. Follow all applicable procurement policies of the state.

1 Hawai'i Health Data Warehouse; Hawaii State Department of Health, Office of Health Status Monitoring; United States Census, Leading Causes of Death in Hawaii, Report Created: 3/5/15 Accessed online 4/1/2015 at <http://www.hhdw.org/>.

2 Position of the Academy of Nutrition and Dietetics: The Role of Nutrition in Health Promotion and Chronic Disease Prevention. Slawson DL, Fitzgerald N, Morgan KT. J Acad Nutr Diet. 2013 Jul; 113(7): 972-9. doi: 10.1016/j.jand.2013.05.005.

3 Hawaii State Nutrition, Physical Activity, and Obesity Profile. Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion. Accessed online 4/1/2015: <http://www.cdc.gov/obesity/stateprograms/fundedstates/pdf/Hawaii-state-profile.pdf>.

4 Derived from: State- and Payer-Specific Estimates of annual Medical Expenditures attributable to Obesity. Trogdon, JG, Finkelstein, EA, Feagan, CW, et al. Obesity, 2012; 20(1): 214-220.

5 Meta-Evaluation of Worksite Health Promotion Economic Return Studies: 2012 Update, American Journal of Health Promotion, Chapman LS, March/April 2012, Vol. 26, No. 4, pp. TAHP-1-TAHP-12.

# POLICY TEMPLATE

## Purpose

\_\_\_\_\_ (company name), hereafter referred to as “this organization,” is committed to providing a safe, healthy, and productive environment for its employees and members of the public using its facilities or attending a company sponsored event.

Increasing access to healthy foods and beverages and reducing unwanted exposure to unhealthy ones is a necessary step in promoting a healthy work environment. Healthy foods and beverages can help reduce consumption of energy-dense, processed foods in part by providing options that are more nutritious and satisfying. This policy is intended to be a developmental effort towards supporting a healthier workforce. As such, this policy shall be updated as new information is received and best practices are developed.

The adoption of this policy shall ensure that healthy choices are available wherever food and beverages are purchased with company funds for meetings, conferences, and other company sponsored events.

## Policy

This policy applies to all employees of this organization and all contractors, caterers, or other businesses that provide food and beverage services on behalf of this organization for events such as meetings, trainings, workshops and conferences.

Food and beverages purchased with organization funds for sponsored events such as meetings, conferences, catered events, etc., shall follow this Nutrition Wellness Policy as outlined below. To complement offerings of healthful foods at meetings and events, include opportunities for physical activity wherever possible.

When purchasing foods, beverages, or food services with company funds, employees of this organization shall:

1. Provide access to drinking water throughout the day.
2. Give priority to foods and beverages that are:
  - Low in added sugars
  - Free from trans-fats (Og trans-fat)
  - Low or reduced in sodium
3. Offer vegetables and/or fruits (preferably fresh) whenever food is provided.
4. Include whole-grain foods whenever processed grains are offered.
5. Offer a protein source with carbohydrate foods at breaks and meals.
6. Include a vegetarian option at meals.
7. Include small-portion options at meals and low-calorie options for snacks.
8. At full-day conferences or events, offer only healthy foods (or healthy beverages only) at mid-morning or mid-afternoon meeting breaks.
9. Make every effort to include culturally appropriate foods.
10. Give priority to Hawai'i-grown and organic foods and beverages.



## Rationale

Employees eat many meals and snacks while away from home. Giving priority to healthy foods and beverages is part of a larger, more comprehensive approach to employee wellness. Comprehensive worksite health promotion programs can reduce sick leave, health plan costs, and workers' compensation and disability insurance costs by about 25%, according to an evaluation of 62 studies.

This policy to increase healthy food and beverage options demonstrates the broader commitment of our company to address the prevention of chronic disease in the workplace and at company sponsored events in public venues. The policy is an overall effort to change the environmental cues so each person has health promoting options throughout their day. Nutrition standards and food policies are intended to make the healthy choice the easy choice.

## Definitions

Healthy foods are generally fresh or minimally processed foods, naturally dense in nutrients, that when eaten in moderation and in combination with other foods, sustain growth, repair and support vital processes, promote longevity, reduce disease, and strengthen and maintain the body and its functions. Healthy foods do not contain ingredients that contribute to disease or impede recovery when consumed at normal levels.

Healthy beverages provide water, an essential nutrient, without ingredients that could contribute to disease or impede recovery when consumed at normal levels. Some healthy beverages also provide other nutrients such as vitamins, minerals, protein, and/or fiber.

## Procedures

**Managers** of this organization or their designees shall be responsible for:

1. Communicating this policy and its provisions to all employees involved in planning and purchasing foods and beverages as part of events with company funds.
2. Instructing new employees in this policy for employees who will be involved in planning and purchasing foods and beverages as part of events with company funds.
3. Supervising procurement done by their employees as appropriate.
4. Enforcing the policy and any amendments hereto.
5. Informing employees of the appropriate and correct procedure to follow when the policies have not been adhered to.

**Employees** of this organization who are involved in procurement of foods and beverages with company funds shall:

1. Become familiar with and follow the guidance in this policy and supporting documents.
2. Direct questions to their supervisor when in need of clarification.
3. Follow all applicable procurement policies of this organization.



# IMPLEMENTATION HOW TO'S

## Offer Water

Provide access to drinking water throughout the day. Water can be provided in pitchers or by a nearby water fountain. Whenever possible, water should be served cold. Try adding cucumber slices, lemon or lime slices, or mint leaves or other fresh herbs to water. Also allow for regular meeting breaks so that attendees don't feel that they have to restrict their fluid intake.

## Opt for Whole-grain

Include whole-grain options whenever processed grains are offered. Grain foods are those made from wheat, rice, corn, or other cereal grains. Processed grains include white rice, bread, rolls, pasta, and crackers, most breakfast cereals, pastries, cakes, and cookies.

Popular whole-grains include: breads and crackers made from 100% whole-grains, brown rice, oatmeal for breakfast, and freshly popped popcorn with minimal additions. Products with 100% whole-grain is best; at a minimum, ensure that whole grain is the first ingredient and that the product has  $\geq 2.5$ g fiber and/or  $\geq 16$ g whole grain per serving.

## Reduce Portion Size

Include small-portion options at meals and low-calorie options for snacks. Cut sandwiches and wraps into halves or quarters, offer mini bagels or muffins, mini cookies (banish the monster cookies at break times!) Offer personal-size portions of popcorn or nuts. At a buffet, whenever possible, ask the caterer to use 9.5"-11" plates instead of 12"-13" plates. Research shows that people consume less and feel just as satisfied when using smaller plates. Dessert can be a major source of sugar and fat, so always offer fruit as one of the options, and offer small portions of desserts such as a 2" square piece of cake, mini cookies, or cookies in a 100-Calorie pack.

## Add in Physical Activity

Get up for a "standing ovation" between speakers. Consider the walkability of the location when deciding on a meeting venue. A casual dress code for meetings will allow people to participate in physical activities more easily. Organize physical activity breaks that can be modified or adapted for people of all abilities, such as stretching exercises that can be performed in a seated position. Include a stretch break after at least every hour of sitting.

## Prioritize Healthy Alternatives

Give priority to foods and beverages that are:

- Low in added sugars
- Free from trans-fat (Og trans-fat)
- Low or reduced in sodium.

*For a list, please see Priority Foods and Beverages on page 3.*



## Serve Fruits and Vegetables

Offer vegetables and/or fruits (preferably fresh) whenever food is provided. Display vegetables and fruits attractively and prominently.

Ideas: Raw, cut-up vegetables with hummus or a low-fat dip made from herbed, plain yogurt; a tray of fresh fruit, sliced to make it easier to eat. When served buffet style, place vegetables and fruit near the beginning of the line to encourage their selection. When substituting fruit for dessert, consider providing more festive offerings like grilled pineapple, baked apples and pears, or mixed berries.

## Include Vegetarian and Vegan Options

Include a vegetarian option at meals. Vegetarian items are healthy for everyone, not just vegetarians. For vegan entrees, provide protein in the form of beans and/or nuts such as: tofu stir fry, black beans and brown rice, bean burritos, lentil or split pea soup, or whole-grain pasta with lentils and walnuts. Other non-vegan options containing cheese or egg: veggie pizza, vegetable quiche, and whole-grain pasta dishes with low-fat cheese.



## Provide Healthy Proteins

Offer a protein source with carbohydrate foods at breaks and meals. Breakfast options include hard boiled eggs, plain yogurt, low-fat cream cheese, and nut butters. Break time examples include veggie tray with hummus, berries or other fresh fruits with plain Greek yogurt, lite popcorn with nuts (unsalted or lightly salted), whole-grain crackers with turkey slices or bean dip, and nuts and seeds with dried fruits.

## Arrange for Healthy Snacks

At full-day conferences or events, offer only healthy foods (or healthy beverages only) at mid-morning or mid-afternoon meeting breaks. Snacks should contribute to healthy meetings, not detract from health and mental focus. Consider hosting beverage service only.

## Diversify the Menu

Make every effort to include culturally appropriate foods. Hawai'i represents a diverse mixture of cultures. Many times healthier food options can be found by looking to traditional foods. Traditional Hawaiian foods include: taro, poi, lu'au leaves, sweet potatoes, yams, breadfruit, greens, seaweed, fruit, and fish.

## Choose Local!

Give priority to Hawai'i-grown and organic foods. Locally-grown and organic foods can be found in most markets and can be requested from caterers.



## Priority Foods and Beverages

### Beverages

- **Water, seltzer water, club soda, or unsweetened sparkling mineral water**
- **Unsweetened coffee, tea, and herb tea** (hot or cold) offer at least one of the following: non-fat (skim) milk, low-fat (1%) milk, or fortified soy milk in place of cream
- **Non-fat (skim) or low-fat (1%) milk, unsweetened**

### Fruits and Vegetables

- **Vegetables** (*fried vegetables are not included*)
  - Fresh – *celery, cucumber, carrot, lettuce, kale, cabbage*
  - Frozen – *no added fat, no or minimal added sodium\**
  - Canned – *no added fat, no or minimal added sodium\**
  - 100% Vegetable juices – *low-sodium*
- **Fruits** (*without added sugar, syrups, creams, or sauces*)
  - Fresh or Frozen
  - Canned in 100% juice or water
  - Dried – *unsweetened and unsulfured*
  - 100% Fruit juice – *portions less than 4 ounces*

### Whole-grains

- **100% Whole-grain crackers** (*no or minimal added sodium*)
- **100% Whole-grain bread**
- **Corn tortillas or whole-grain flour tortillas**

### Proteins

- **Beans** – *wraps, soups, chili, burritos, quesadillas, or spreads like hummus*
- **Lean Meats**
  - Poultry** – *without skin*
  - Fish** – *unsalted, baked or broiled*
- **Nuts, seeds, nut butters, or soybeans** – *no added oil, no or minimal added sodium\**

### Other

- **Olive oil with vinegar or lemon juice salad dressings** (*preferred*) or **other low-fat and low-sodium salad dressings**
- **Condiments** – *mustard, hot sauce and salsa, lemon wedges, chopped tomato, onion, parsley*
- **Culturally appropriate foods**
- **Hawai'i-grown and organic foods**

# MEAL PLANNING GUIDANCE: Meetings & Events

## Beverages

Prioritize water and sugar-free beverages.

SERVE...	INSTEAD OF...
Water, mineral water, unsweetened seltzer water Unsweetened, black coffee or tea ( <i>hot or iced</i> ) 100% fruit juices Low-sodium vegetable juices	Sugary soda Sports and energy drinks “Juice drinks” ( <i>Sunny Delight, Capri Sun, Hawaiian Sun, Aloha Maid, etc.</i> ) Coffee or tea with added sugar, milk or cream
Unsweetened 1% low-fat or skim milk Enriched, unsweetened low-fat soy milk, rice milk or almond milk	Whole milk ( <i>may be used for coffee/tea service</i> ) Sweetened milks
<b>Accompaniments to coffee and tea</b> Whole, 2%, 1%, or skim milk Variety of sweeteners ( <i>sugar, stevia, splenda</i> )	<b>Accompaniments to coffee and tea</b> Half and half ( <i>unless in single-serve, 10ml cups</i> ) Cream Only one type of sweetener

## Snacks

Foods with protein (meat, dairy, nuts and soy) provide more nutrients, have longer staying power, and keep people more alert. Avoid serving only high-carbohydrate foods at breaks by including a protein source.

SERVE...	INSTEAD OF...
Sliced fresh fruits and/or vegetables Served with nuts or low-fat cheese squares, hummus, or nut butter	Chips, cookies, candy
Whole-grain* crackers ( <i>5g fat or less/serving</i> ) Served with hummus, low-fat cheese and/or lean turkey slices	Regular crackers
Low-fat, “lite” popcorn ( <i>5g fat or less/serving</i> ) Served with mixed nuts	Regular/buttered popcorn
Baked or low-fat chips ( <i>e.g. kettle chips</i> ) Served with low-fat bean dip	Regular chips
Low-fat, low-sugar, high protein yogurt ( <i>Greek yogurt –                      provide plain yogurt option if offering flavored yogurt</i> )	Regular yogurt
Trail mix with nuts and dried fruits	Trail mix with candy

## Breakfast

Serve at least one protein food whenever possible, for example, hard-boiled eggs, low-fat cheese or cream cheese, fish, peanut butter, or yogurt that is low in fat and sugar.

SERVE...	INSTEAD OF...
Broiled fish, hard-boiled or poached eggs	Bacon, sausage, other fatty meats
Low-fat, low-sugar yogurt	Regular yogurt (sweetened)
Fresh fruits Unsweetened frozen fruits and dried fruits Unsweetened 100% fruit juices Low-sodium vegetable juices	Fruits canned in syrup Sweetened juices Regular (high sodium) vegetable juices
Small whole-grain* bagel (3 1/2" or smaller)	Regular or large bagel
Low-fat, whole-grain* mini muffins or scones (2 1/2" or smaller)	Regular or large muffins, biscuits, scones (made from processed white flour)
Instant oatmeal or pot of oatmeal Unsweetened, whole-grain* cereals (Oat O's, puffed brown rice, wheat shreds, bran flakes)	Processed, sweetened cereals
Low-fat, low-sugar, granola bars whole-grain* Waffles or french toast Whole-grain* bread or english muffin	Croissants, donuts, sweet rolls, pastries, muffins
<b>Toppings</b> Peanut butter Light margarine with no trans-fat Low-fat cream cheese Low-sugar or "fruit only" jam or jelly	<b>Toppings</b> Regular cream cheese Regular jams and jellies

## Lunch or Dinner

Plan to provide minimally processed, low-fat, low-sugar, low-salt options at meals. Ideally, you will offer larger portions of green salad, vegetables, and fruit, moderate portions of whole grains, modest portions of meat, poultry, or fish, and small portions of desserts (or offer fruit for dessert!).

SERVE...	INSTEAD OF...
Salads with dressings on the side	Salads with added dressing
Whole-grain* pasta salads with veggies Served with low-fat dressing	Pasta salads made with white pasta, mayonnaise or cream dressings
Low-fat or fat-free salad dressings, oil and vinegar	Regular salad dressings

# MEAL PLANNING GUIDANCE: Meetings & Events

## Lunch or Dinner, Continued

SERVE...	INSTEAD OF...
Soups made with low-sodium broth, vegetable puree, or skim milk as the base	Soups made with cream or half-and-half
<b>Bread</b> Whole-grain* bread, rolls, pita, tortillas ( <i>consider not serving rolls with a meal</i> )	<b>Bread</b> Croissants Bread products made with white flour
<b>Fillings for sandwiches, pita, or wraps</b> Turkey, chicken, water packed tuna, low-fat cheese Veggies: lettuce, sprouts, tomato slices, grilled peppers, onions, avocado	<b>Fillings for sandwiches, pita, or wraps</b> Salami, bologna, and other high fat lunch meats Deep fried fish or meat
<b>Condiments</b> Mustard, low-fat mayonnaise Low-sodium soy sauce Natural rice vinegar, garlic rice vinegar	<b>Condiments</b> Regular mayonnaise Regular soy sauce, msg, regular miso, fish sauce, and other high-sodium sauces
Sandwiches, pita, or wraps ( <i>cut in half or quarters</i> )	Whole sandwiches, pita, or wraps
Mini pizzas made with whole-grain* bread rounds, tomato sauce, low-fat mozzarella cheese, veggie toppings, ham or canadian bacon	Pizza with pepperoni, italian sausage or other high-fat meats, creamy sauce, thick crust pizza, white flour crust
<b>Meats and fish</b> Lean meats, poultry, fish, tofu Baked, broiled, or grilled <i>If using spam, select the low-sodium, low-fat variety, and use small amounts (1 oz. Per serving) for flavoring, not as the main part of the dish</i>	<b>Meats and fish</b> High-fat meats or cold cuts, poultry with skin, oil-packed fish, bacon Fried or served in a cream sauce, sour cream, or butter
Brown rice or wild rice	White rice
Baked potatoes served with low-fat or vegetable toppings (chives), and/or plain yogurt	Baked potatoes with butter, sour cream, and bacon bits
Steamed vegetables	Vegetables in cream sauce or butter
Lower-fat/lower-calorie desserts ( <i>fresh fruit, low-fat ice cream or frozen yogurt, low-fat pudding, sorbet, angel food cake, frozen grapes</i> )	Higher-fat and higher-calorie desserts ( <i>ice cream, cheese cake, pie, cream puffs, large slices of cake</i> )
100-Calorie portion bags of cookies, small cookies ( <i>vanilla wafers, animal crackers, fig bars, graham crackers, etc.</i> ), or mini cookies ( <i>1.5" Diameter</i> )	Large cookies
Small slices of cake ( <i>2" square</i> ) Small slices of pie ( <i>1/12th pie</i> ) Small fruit tarts ( <i>2" diameter</i> )	Large slices of pie or cake

## Receptions

At receptions and celebrations, make sure to include vegetables, fruit, whole grains, and protein foods, and remember to keep the portions small.

SERVE...	INSTEAD OF...
Fresh vegetables Served with low-fat dressing, salsa, hummus, or tofu dip	Tempura or deep-fat fried vegetables
Grilled or broiled chicken	Fried chicken
Miniature meatballs made with lean meat	Large meatballs made of high-fat meat, or meatballs served in gravy or high-fat sauces
Broiled or poached seafood ( <i>fish, shrimp, scallops, oysters, clams</i> ) Seafood served with tomato-based cocktail sauce	Deep-fried seafood/seafood served in high-fat sauces
Mushroom caps with low-fat cheese	Stuffed mushrooms with high-fat cheese stuffing
Mini pizzas made with whole-grain* bread rounds, tomato sauce, mushrooms, and low-fat mozzarella cheese	Pizza with pepperoni, italian sausage or other high-fat meats, creamy sauce, thick crust pizza, white flour crust
Vegetable spring rolls ( <i>fresh, not fried</i> )	Fried egg rolls
Small cubes of cheese ( <i>3/4" squares or smaller</i> )	Large slices of cheese
Whole-grain* crackers ( <i>5g fat or less/serving</i> )	Regular crackers
Low-fat, "lite" popcorn ( <i>5g fat or less/serving</i> )	Regular popcorn
Baked or low-fat chips, pretzles	Regular chips
Dips made of salsa, low-fat cottage cheese, hummus or low-fat salad dressings	Dips made from regular mayonnaise, sour cream, cream cheese or cheese sauce
Cut-up fresh fruits, fruit compote	High-fat, high-sugar desserts, candy
Small slices of cake ( <i>2" square</i> ) Small slices of pie ( <i>1/12th pie</i> ) Small fruit tarts ( <i>2" diameter</i> )	Large slices of pie or cake
Mini cookies ( <i>1.5" Square</i> )	Large cookies

# CATERER'S GUIDE

Our food choices, lifestyle and surroundings all affect our health. We know that choosing the right foods can prevent diseases and help us live better lives. The Hawaii Department of Health values creating a culture of health and wellness in work meetings and conferences is an important way to help people eat well, model for the community, foster healthier work environments, and promote social models around healthier choices and behaviors.

**Please make use of the following healthy meeting nutritional standards in the catering you provide us.**

## Beverages

Have water available throughout the meeting. Serve water cold whenever possible via water pitchers or dispensers with glasses or paper cups (avoid styrofoam cups). When possible, infuse flavor to the water in the pitchers or carafes by adding slices of flavorful herbs, spices, vegetables, or fruit (e.g., mint leaves, slices of fresh ginger, turmeric, cucumber, lemon, lime, orange, or strawberries, etc.) along with ice.

## Snacks

Healthy beverages and snacks served at mid-morning or mid-afternoon breaks. Depending on cost considerations, mid-morning or mid-afternoon breaks can offer beverages only (e.g., coffee, tea, water). If snacks are served, they need to include fruits or vegetables (preferably fresh), and a protein source (see next page). Snacks can also include a whole-grain product, Hawai'i cultural foods, local and organic grown foods if available. More details on foods below.

## Meals

All prepared meals should use fresh, local, organic and unprocessed foods to the greatest extent possible.

- Offer small or reduced portion meals
- Low sodium – “no added salt” or low-sodium options
- No added sugar
- Protein source is provided
- Vegetarian options
- Offer small portion dessert or fresh fruit for dessert
- Include cultural foods
- Use Hawai'i-grown and organic foods

## Preparing Fresh Fruits and Vegetables

- Salads – lettuce, chopped vegetables, etc. with olive oil and vinegar or lemon juice dressing (*Dressings may be made by mixing the following ingredients in a blender: olive oil, lemons, fresh oranges, toasted nuts or seeds and herbs/spices such as cumin or parsley (plus water, if needed.)* Adjust flavor by adding vinegar or lemon juice as needed.
- Mixed fruit salad (*without added sugar or cream*)

- Raw, cut-up vegetables with hummus or a low-fat dip made from herbed, plain yogurt
- Sliced fruit with nut butters
- Unsweetened, unsulfured dried fruit (*with or without nuts and seeds*)

## Serving Ideas

- Display vegetables and fruits attractively and prominently.
- Slice fruit and vegetables as needed to make them easier to eat.
- When served buffet style, place vegetables and fruit near the beginning of the line to encourage their selection.
- When substituting fruit for dessert, provide more festive offerings like grilled pineapple, baked apples or pears, or mixed berries. Dessert can be a major source of sugar and fat, so always offer fruit as one of the options.

## Whole-Grains

If grains are served, make sure that one or more of the options are whole-grain. Make sure that whole-grain is the first ingredient on the package ingredient list.

- A pot of oatmeal for breakfast
- Whole-grain toast and bagels
- Brown rice
- Air popped or lite popcorn with minimal or no added sodium, butter, or oils
- Whole-grain crackers (*such as stone ground crackers*)

## Protein Sources

- Lean cuts of meat – beef, pork, chicken, turkey
- Fish and seafood, especially types that are lower in mercury\*  
*\*Lower-mercury fish and seafood include: any small fish that can fit in a frying pan whole, akula, awa (milkfish), moi, mullet, opelu, salmon, ika (squid or calamari), tako (octopus), scallops, and shrimp.*

## Vegetarian (Not Vegan) Protein Sources

- Plain yogurt
- Hard boiled eggs
- Low-fat cheese or cream cheese



### **Vegan Protein Sources**

- Nuts and seeds and nut butters – unsalted or lightly salted
- Beans and peas
- Hummus or other bean dip
- Tofu

### **Vegetarian Meal Ideas**

#### **Vegan Entrées**

- Tofu stir fry
- Black beans and brown rice
- Bean burritos
- Lentil or split pea soup – made without meat broth
- Whole-grain pasta with lentils and walnuts

#### **Vegetarian Entrées (Non-Vegan)**

- Whole-grain veggie pizza with part-skim or low-fat cheese
- Vegetable quiche
- Entrée salad with cheese and hard-boiled egg
- Whole-grain wrap with veggies, hummus, and cheese

### **Small Portions**

- Use smaller plates if possible: 9.5"-11" plates for meal service
- Offer half-portions
- Cut sandwiches and wraps into halves or quarters for self-service meals
- Serve mini-bagels or mini-muffins
- Offer personal-size portions of popcorn or nuts
- Provide small servings of dessert such as:
  - 2" square piece of cake
  - Mini-cookies (about 1" diameter)

### **Cultural Foods**

Offer culturally appropriate foods whenever possible. Traditional Hawaiian foods include:

- Kalo (taro), poi, and pa'i'ai
- Fish and seafood
- Pork
- Sweet potato
- Breadfruit
- Greens including lu'au leaves, sweet potato leaves, and seaweed, and dishes made with these foods
- Tropical fruits like banana, mountain apple, pineapple, papaya, mango, and coconut

# FREQUENTLY ASKED QUESTIONS

## **What is the NWP all about?**

This policy is about providing healthy options for employees whenever foods or beverages are purchased with state or federal dollars, for example, for meetings or events. The concept is consistent with providing options for everyone, including those who are trying to eat healthier. This policy helps to address nutrition in the worksite as part of a larger effort to support a healthier workforce.

## **Why was such a policy developed?**

The State of Hawaii is committed to providing a safe, healthy, and productive environment for its employees and members of the public. This includes offering healthy food and beverage options at meetings and events. The NWP supports the Department of Human Resources Development (DHRD) Worksite Wellness Policy No. 801.001, effective October 1, 2014, that encourages departmental policies to support wellness including adoption of a policy to encourage healthy foods at meetings and events.

## **When did the DOH NWP go into effect?**

The DOH intra-departmental directive went into effect on April 15, 2015.

## **How was the determination made if a food choice is healthy or not?**

The policy was primarily developed using national documents such as the Dietary Guidelines for Americans that is based upon current research. Calories and saturated fat are among the factors addressed in the criteria for healthy foods. Organic and locally grown foods are encouraged as are culturally appropriate foods.

## **Is it true that only “healthy” items can be purchased under the NWP?**

No, the policy does not say that unhealthy foods/beverages can't be purchased. It specifies that when foods or beverages are offered, that healthy options must also be offered. This is consistent with providing options for everyone, including those who are trying to eat healthier. Many are taking the opportunity to make most or all of the offerings healthier when foods and/or beverages are purchased. Providing at least 50% healthier options would be a good benchmark to strive for, though this is not specifically mentioned in the policy.

## **Are snack shops or vending machines covered by the NWP?**

No, worksite snack shops, cafeterias, and vending machines are not mentioned by this policy.

## **If we are having a training, and I purchase food using my personal money — is it covered by the NWP?**

Food purchased with personal money is not covered by this policy. It is completely voluntary for an employee to purchase food with their own money. We would like to suggest that some healthier items are offered, but there is no provision in this policy to restrict what employees can purchase with their own money.

## **What kinds of events are included?**

Typically, food may be provided at all-day events such as meetings, trainings, workshops and conferences. This policy applies to meetings of shorter duration as well. Depending on the source of the funds and how the food is purchased, prior approval with a comptroller's memo will generally be required.

## **Does this policy also apply to State Contracts under Federal grant funds and 103F Procurement?**

Yes, this policy applies to purchases of food under 103F and purchases made with federal grant funds.

## **Does the NWP apply to our subcontractors? If not, should we strongly encourage them to comply?**

Yes, this policy applies to all contractors, caterers, or other organizations that provide food and beverage services for events such as meetings, trainings, workshops and conferences. Materials have been developed for employees to give to contractors or caterers to make the communication of expectations easier. The simplified guide can be found on pages 13-14.

## **Is The NWP a law, a requirement, or a policy?**

The NWP is not a law, it is a policy that DOH employees are required to follow.

## **Is there any influence by large food manufacturers or food processors (Cargill, Monsanto, Coke, etc.)?**

No. Food manufacturers were not consulted, and their interests were not considered in the development of this policy.

## **Where are the vendors located? What are the vendor's hours of operation? Do the vendors only take cash?**

Vendors who can supply food and beverages under this policy are located in communities throughout the state. Because of the almost countless number of vendors that are available for employees to utilize under this policy, it is not possible to list hours of operation or payment methods that each vendor will accept.



**What paperwork is needed? Do we go through the procurement system?**

All normal procurement procedures and rules apply.

Employees may find it useful to use the supporting documents in this guide.

**Who determines what types food and beverages are purchased?**

The employee or employees who are tasked with ordering foods and beverages creates a list or menu, determining what items to order.

**Who is empowered to enforce the policy and how is it monitored?**

Administrators, managers, and their designees are responsible for instructing employees in this policy, supervising procurement, and enforcing the policy

**We do planning for large groups of individuals and are limited to menus that are available by the purveyors (hotels, conference facilities, etc.).**

Employees will find that restaurants, hotels, and conference facilities are generally very accommodating when asked for healthy options to be served. They know that their job is to please you, their customer. Please see the previous question and answer regarding ramifications of not following the guidelines.

**Is the NWP for the public or for DOH employees?**

The policy applies to foods and beverages offered to employees or to the public as part of a DOH function.

**Who benefits from the NWP?**

Potentially all people (employees and the public) will benefit by the inclusion of healthy options when foods and beverages are served at meetings and events. Attendees who are trying to eat healthier or who already enjoy eating healthier foods may benefit to the greatest degree. Also, people with one or more chronic diseases, such as diabetes or cardiovascular disease, will benefit by having healthier options available as a result of the implementation of this policy.

**Is this concerning school meals?**

This policy does not apply to schools, it applies to worksite meetings and events. To read about the wellness guidelines in public schools, including nutritional guidelines, please check out this page: [www.Hawaiipublicschools.org/TeachingAndLearning/HealthAndNutrition/WellnessGuidelines/Pages/home.aspx](http://www.Hawaiipublicschools.org/TeachingAndLearning/HealthAndNutrition/WellnessGuidelines/Pages/home.aspx).

**What's the expected impact of this policy? Any improvement on health of Hawai'i's residents? Can they even measure this?**

Studies have shown that by including healthy options in worksite offerings, employees are more likely to choose healthier foods and beverages. Indicators of the health or Hawai'i residents are tracked at Hawai'i Health Matters and at the Hawai'i Health Data Warehouse. Employees are encouraged to browse these sites to see how the health of Hawai'i residents change over time.



## FIND THESE RESOURCES AT:

[www.StartLivingHealthyAtWorkHI.com](http://www.StartLivingHealthyAtWorkHI.com)



## FOR MORE INFORMATION CONTACT:

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## NONDISCRIMINATION IN SERVICES

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