**Wellness Policy**

**Community Children's Shelter and Family Service Center**

Community Children's Shelter and Family Service Center's wellness policy aims to make the healthy choice the easy choice for its employees and for the families and children we serve. Statistics prove that people who are overweight or obese have a higher risk for serious health conditions, including increased probability of experiencing diabetes, heart disease, strokes, and some types of cancer. By minimizing access to unhealthy food and drink, and encouraging and providing opportunities for physical activity, the Community Children's Shelter and Family Service Center can support and encourage healthy choices.

Therefore, effective August 13, 2019, it is the policy of Community Children's Shelter and Family Service Center that we provide:

Employee Nutrition

• Healthy food and beverage options at company-sponsored meetings and events utilizing healthy light refreshments:

Food might include some of the following:

o Fresh fruit and vegetable tray - offered with low-fat dips o Whole grain crackers or granola bars (5g fat per serving) o Low-fat cheeses and whole grain crackers

o Baked Pita chips served with hummus

o Whole grain muffins and whole grain breads o Low-fat yogurt

o Pretzels, popcorn, baked chips, unsalted nuts or trail mixes

Beverages: Replace soft drinks and sugar sweetened beverages with:

o Milk or dairy-type products (1%, or non-fat)

o 100% fruit or vegetable juice (with no added caloric sweeteners) o Coffee

o Tea (unsweetened) o Pitchers of water

o or Vegetable juice, Coffee, Tea (unsweetened), Water

• Healthy food and beverage options in vending machines and during meetings and events utilizing the following guidelines: Food:

o Only offer items that contain 0 grams trans-fat per serving

o Only offer snack items that contain no more than 230 mg sodium per serving (excludes refrigerated meals)

o Individual meal items must contain no more than 480 mg sodium per serving

o In addition to meeting the requirements listed above, at least 75% of all packaged food choices must meet the following criteria:

•No more than 200 calories per item (excluding nuts and seeds without added fats, oils, or caloric sweeteners)

•No more than l0% total calories from saturated fat (excluding nuts and seeds without added fats or oils)

•No more than 35% of calories from sugar (excluding fruits without added sweeteners)

Beverages:

o At least 50% of available beverage choices (other than 100% juice and unsweetened milk) must contain no more than 40 calories/serving

o If milk or other dairy-type products are offered, only offer 1%, or non-fat and unsweetened

o If juice is offered, offer at least one 100% juice with no added caloric sweeteners o Vegetable juice must contain no more than 230 mg sodium per serving

• Refrigerator access for employees

• Microwave access for employees

• A sink with water faucet access for employees

• Safe, unflavored, cool drinking water at no cost to employees

• A ban on marketing of less than healthy foods and beverages onsite, including through advertisements, posters, coupons, and other print materials

• Pricing strategies that encourage the purchase of healthy food and beverage options

• Direct support (e.g., money, land, a pavilion, sponsorship, donated advertising) for community-wide nutrition opportunities (e.g., farmers' markets, community gardens)

• Providing a space that may be used by employees to express breast milk.

• Providing nutritional information on foods and beverages sold and offered in the workplace.

• Identifying healthy food and beverage menu items with signs, symbols, and/or colors.

• Offering smaller portion sizes.

• Promoting the purchase of healthy foods and beverages through practices, such as pricing strategies, posting flyers, or using other communication tools.

•Providing nutrition education through activities, such as seminars, workshops, classes, meetings, and newsletters.

•Prohibiting the marketing of foods and beverages that do not meet the requirements of the wellness policy.

Employee Physical Activity

• Provide employees an average of 150 minutes per week of paid physical activity time. (e.g. two - 15-minute physical activity breaks or one - 30-minute physical activity break per day) in addition to their regularly scheduled meal break

•Allow flexible work arrangements for paid physical activity break times

• Create and support an employee policy notification plan of opportunities available for physical activity

• Implement activity breaks for meetings that are longer than one hour (e.g. one 10-minute break for every 60 meeting minutes)

• Promote social support to encourage physical activity among employees through the promotion of clubs or groups (e.g., walking, biking, hiking)

• Promote a safe area outside (e.g., thorough lighting, signage, crime watch) to walk or be physically active

•Identify designated walking paths on or near building property

• Provide access to onsite fitness center, gymnasium or physical activity classes

•Provision of a changing room or locker room with showers

•Bicycle parking (e.g. shelter) for employees

•Providing information about local resources and facilities, such as walking trails, community parks, and recreation facilities.

• Promoting physical activity through activities, such as seminars, workshops, classes, newsletters and meetings.

•Promoting short activity breaks throughout the workday.

•Promoting walking meetings.

•Using posters, pamphlets, and other forms of communication to promote physical activity.

•Providing employees and their families, with access to an offsite fitness including buy limited to purchasing corporate memberships as part of the employee’s benefit package, subsidizing membership expenses, or negotiating a discounted family rate for staff.

Tobacco

Tobacco use is the number one cause of preventable death in the United States, killing more than 7,500 Oklahomans every year. In recognition of the fact that all forms of tobacco products are hazardous to human health and that there is no safe level of exposure to secondhand smoke, it shall be the policy of The Community Children’s Shelter and Family Services Center, Inc. to prohibit all use of tobacco products.

Definitions

For the purposes of this policy, the following definitions apply:

Company Property means any real property that is owned, leased, managed, or otherwise controlled by The

Community Children’s Shelter and Family Services Center, Inc., including outdoor areas such as parking lots.

Employee means any person who performs work or services for The Community Children’s Shelter and Family Services Center, Inc., including, but not limited to, full-time employees, part-time employees, temporary employees, independent contractors, subcontractors, volunteers, and interns.

Tobacco Product means any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product (except for raw materials other than tobacco that are used in manufacturing a component, part, or accessory of a tobacco product). The term Tobacco Product does not include any product approved by the United States Food and Drug Administration for sale as a tobacco cessation product.

Applicability

This policy applies to every Employee, visitor, vendor, and any other person present on Company Property or at a Company-sponsored meeting or event.

Prohibitions

The use of Tobacco Products is prohibited at all times on Company Property.

The use of Tobacco Products is prohibited at any off-site Company-sponsored meeting or event.

Employees are prohibited from using Tobacco Products during the hours of their employment, except off the premises during regularly scheduled breaks, if applicable. This prohibition applies during all hours of employment.

The use of Tobacco Products is prohibited in Company-owned or Company-leased vehicles at all times.

The use of Tobacco Products is prohibited in personal vehicles while such vehicles are on Company Property.

Ash receptacles, such as ash trays or ash cans, are not permitted on Company Property, or within Company owned or leased vehicles.

The Community Children’s Shelter and Family Services Center, Inc. will not accept any sponsorship from a tobacco company and will not allow tobacco advertising or promotion on Company property or at any off-site Company-sponsored meeting or event.

Implementation, Support, and Enforcement

Signs informing people of this policy shall be posted, at a minimum, at entrances to all buildings on Company Property.

A copy of this policy shall be included in the Company policy manual and Employee training materials. Employees are responsible for familiarizing themselves with this policy. Employee compliance with this policy is mandatory.

Employees interested in quitting tobacco use will be referred to the Oklahoma Tobacco Helpline and other cessation resources, if available.

A violation of this policy by an Employee will be handled in accordance with the Company’s standard disciplinary procedure.

A violation of this policy by any person other than an Employee shall be handled in the following manner: First, the Company will request that the violator stop using the Tobacco Product.

If the violator refuses to stop, the Company will request that the person leave Company Property or the Company-sponsored meeting or event.

If the violator refuses to leave, the Company will follow its standard procedure for removing unwanted visitors.

Guidelines for Families & Children served by the Community Children's Shelter and Family Service Center Nutrition Guidelines

•Students are provided healthy food and beverage options that meet the requirements set forth in the 2010 Healthy Hunger Free Kids Act; National School Lunch Program and School Breakfast Program: Nutrition Standards for All Foods Sold in School as Required by the Healthy, Hunger-Free Kids Act of 2010;Interim Final Rule - 7 CFR Parts 210 and 220.

•At least 10 minutes for breakfast and 20 minutes for lunch will be provided from the time students are seated to allow adequate time to eat school meals

•Safe, unflavored, cool drinking water will be provided throughout the school day at no cost to students

Nutrition Promotion & Education

•Multiple channels will be used to promote healthy eating behaviors.

•Training and support to food service and other relevant staff will be provided to meet nutrition standards for preparing healthy meals.

•Food, beverages, and candy will not be used to reward or punish academic performance or student behavior.

•Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education and school meal programs, and with related community services.

Physical Activity

•All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

•Ban using or withholding physical activity as a punishment.

•Availability of proper equipment and facilities (including playground equipment, physical activity equipment, and athletic or fitness facilities) that meet safety standards is ensured

Other School Based Activities

•Provision will be made for community gardens (e.g., access to land, container gardens, raised beds) and related resources (e.g., staff volunteer time).

•Only health-promoting fund-raising efforts are permitted from the following categories: non-food or only healthy food and beverage options, physical activity-related options, or community service options.

•The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

•The school district will inform and update the public (including parents, students, and others in the community) about the content and implementation of the wellness policy.

Adopted August 13th, 2019