

Example implementation plan

STEP/TASK

1. Make a presentation to your leadership team on the value and benefits of having a Food and Drink Policy in your workplace. See the sample PowerPoint presentation *Healthy food in the workplace* in the *Toolbox*.
2. Seek leadership support for the policy.
3. Set up a working group to develop the policy and implementation plan.
Include diverse skills and knowledge on the working group. The size of the group that is appropriate can vary. Consider including people who have significant influence on the culture of the workplace. It is important to have these people involved and 'on board' with the new policy. Identifying champions may also drive the implementation and keep up the momentum.
Set a timeframe to bring the policy to life and discuss how to best communicate with stakeholders about the policy, including how to 'socialise' the policy with staff.
4. Assess your workplace's food and drink environment (See the *Cafeteria checklist* and *Workplace nutrition assessment tool* in the *Toolbox* for support).
5. Decide on the scope of your policy. You may find the following helpful:
 - resources in the *Toolbox* that supports *Healthy Food and Drink Guidance for Organisations*
 - WorkWell, www.workwell.health.nz/workwell_healthy_eating – click 'Organisational Change' and 'Environmental Change'
 - WorkWell, www.workwell.health.nz/workwell_resources – click 'Healthy Eating Action Plan Template' under 'Stage 3: Plan Resources'.
6. Consult on the draft policy with relevant stakeholders – leadership team, staff and key influencers on the culture of your workplace.
7. Finalise the Healthy Food and Drink Policy and include a review date.
8. Create your implementation plan. Consider starting with 'easy wins' so the workplace shows progress quickly.
9. Communicate the policy and your new workplace requirements with food providers (eg, catering companies).
10. Promote the policy to staff and stakeholders through your usual workplace communication channels. See the *Example article for your organisation's intranet* in the *Toolbox*.
To raise awareness in the workplace you could provide free drink bottles, have a healthy food and drink policy launch, make fresh fruit available to staff, include healthy recipes in communications.
11. Decide how to monitor and evaluate the policy.