



The *Meet Well* Pledge intends to assist staff in modeling healthy, sustainable, choices. The *Meet Well* Pledge applies to all internal and external meetings, trainings, and events, but does not dictate what individual staff members eat or bring into the office for personal consumption. By adhering to the *Meet Well* Pledge, employees can truly live well and improve the culture of health.

Provide **HEALTHY** food and beverage options

- Provide culturally and dietary appropriate foods and beverages.
- Provide access to water. Do not provide or offer sugar sweetened beverages. If other beverages are offered, provide only healthy options (e.g. water, seltzer water, unsweetened teas, 100% juice, unsweetened milk alternatives, non-fat and low-fat milk).
- Offer plant-based or vegetarian option(s) whenever food, including entrees, is served.
- Offer whole grains, fruits, vegetables, and other minimally processed foods.
- Avoid foods and beverages, including condiments and salad dressings, containing processed sugars, high sodium content, refined grains, and saturated/trans-fats (e.g. partially hydrogenated oils). Offer condiments and dressings on the side.
- Offer reasonable portion sizes and appropriately sized service ware.
- Label food and beverages to inform those with food sensitivities and/or allergies.

Make **FOOD SAFETY** an integral part of meetings to prevent foodborne illness

- Prevent food from contamination by washing hands before handling food.
- Provide lids and covers for open food and enough clean utensils to serve food.
- Keep perishable foods hot or refrigerated until ready to serve.
- Plan to serve only what will be eaten. Retain cold temperature (ice) for cold items and hot temperature for hot items. Consume or properly store all food items within two hours of removal from refrigeration or a heating source; discard after four hours.

Conduct **GREEN & ZERO WASTE** meetings

*Food and beverages*

- Reduce packaging waste. Provide and/or encourage attendees to bring reusable food and beverage containers/service ware. Do not provide or use polystyrene (foam) products.
- Promote the use of reusable or biodegradable silverware and dishware at potlucks, etc.

*Materials*

- Provide electronic documents ahead of meeting and display on-screen to reduce the need for paper copies.
- Host e-meetings or provide e-meeting options, when possible.
- Encourage carpooling, active transportation, and public transportation to events.

Be **ACTIVE**

- Offer a physical activity break every 90 minutes or host walking meetings.
- Incorporate wellness activities into team building days and general staff meetings.

Provide a **TOBACCO-FREE ENVIRONMENT** at all times

Provide designated, clean, secure, comfortable, and private **LACTATION ACCOMMODATIONS** (excluding restrooms) at trainings, conferences, workshops, and other events





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- Offer plant-based or vegetarian option(s) whenever food, including entrees, is served.
- Offer whole grains, fruits, vegetables, and other minimally processed nutrient dense foods.
- Avoid foods and beverages, including condiments and salad dressings, containing processed sugars, high sodium content, refined grains, and saturated/trans-fats (e.g. partially hydrogenated oils). Offer condiments and dressings on the side.
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- Create special stash of silverware and dishware to be used at potlucks, etc.

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