

Instituting Vending Guidelines

Employees eat in a variety of settings at work. Doing your best to ensure your employees have access to healthy foods involves thinking about all places that food is available. This might include cafeterias, snack bars, food from caterers, and vending machines.

Try these three different approaches for creating healthy vending machines. You may start with level 1 and progress through level 2 and 3, or you may begin at level 2 or 3.



LEVEL 1

MAKE HEALTHY CHOICES AVAILABLE

Most vending machines do not currently offer health choices. Provide your vendor with the 'Food and Beverage Criteria for Vending Machines' and request that they fill at least half of the machine with products that meet the criteria.

LEVEL 2

MAKE THE HEALTHY CHOICE THE EASY CHOICE

Ensure that healthy options (fruits, whole grains, vegetables, low fat dairy and the ones that meet the 'Food and Beverage Criteria for Vending Machines') have the lowest price and are placed at eye level and above. Use signage to identify the healthiest options.

LEVEL 3

OFFER ONLY HEALTHY FOOD AND BEVERAGES

Your organization may be ready to implement vending guidelines right away. If that is the case, provide your vendor with the resources available in the following pages 'Food and Beverage Criteria for Vending Machines' and 'Items that Meet Nutrition Criteria for Vended Food' and follow up to ensure the criteria is met.

VENDING GUIDELINES *CONTINUED*

BEST PRACTICES FOR IMPLEMENTING HEALTHY VENDING GUIDELINES:

- Ensure you are working with the person in your organization who manages the relationship with the vendor. This may be the food service director, HR manager, or facilities manager.
- Assess current vending environment — How many vending machines? Where are they located? What's in them? Who services them?
- Taste test new vended snacks (your vendor may be able to do this for you).
- All signage and advertising on the vending machine should be for healthy products only (i.e. water instead of soda).
- Re-evaluate items in the vending machine at least annually.

Healthy Tip!

Implementing vending guidelines makes it easier for people to drink water and eat healthy snacks.

