



POLICIES

PROCEDURE

POLICY IMPLEMENTATION

THIS SECTION INCLUDES:

Sample Physical Activity Policy
Breastfeeding Policy Template
Smoke-Free Campus Policy Template
Sugar Sweetened Beverage Resolution





SAMPLE PHYSICAL ACTIVITY POLICY

SAMPLE PHYSICAL ACTIVITY POLICY #1

Purpose & Objective

Increasing employees in physical activity can create a healthier workforce, increase employees productivity, and decrease employees risk of developing costly and debilitating chronic diseases. Employees who are physically active have lower healthcare costs, require less sick leave, and are more productive at work.

Scope

This policy applies to all employees, volunteers, contract workers, Temporary Staff; Students, Volunteers

Policy

Beginning September 1, 2019 all employees of _____ are required to receive an additional 15 minutes of paid break time each day to participate in physical activity. This time may be combined with the current lunch time (of 40 minutes) to accumulate 55 minutes of total break time. The additional 15 minutes of break time is designated for the purpose of participating in physical activity only. Employees who do not wish to use the extra time for physical activity are not eligible to take the extra break time.

Our organization supports the effective use of walking meetings. Walking meetings are most effective when there are three or fewer individuals involved and the topic doesn't require handouts or extensive note taking.

Staff must follow the current human resources dress code policy. However, employees are encouraged to keep a pair of walking shoes at their desks to allow for a walk break or walking meeting.

Senior leadership at our organization will provide information regarding physical activity opportunities at least quarterly to all employees.



SMOKE-FREE POLICY TEMPLATE

SAMPLE SMOKE FREE POLICY #1

Purpose & Objective

The purpose and objective of this policy is to provide a smoke-free, tobacco-free, vaping, and e-cigarette-free environment within _____ facilities and campus in order to promote health and protect employees and individuals who choose not to smoke or use tobacco or electronic smoking devices.

Scope

This policy applies to all employees, volunteers, contract workers, clients, and visitors.

Policy

This policy prohibits smoking, tobacco use, of e-cigarette or vaping use in any building, vehicle, or campus area that is owned, operated, or controlled by _____.

Employees who use e-cigarettes, tobacco products, vape products or smoke on the campus will be subject to corrective action. Infractions of this policy should be directly challenged, and if compliance is refused, directed to the appropriate supervisor. In all cases, the right of the non-smoker to protect his or her health and comfort will prevail over a smoker's desire to smoke, use tobacco, e-cigarettes, or vaping.

Definitions

For the purposes of this policy, the use of a "smoking or tobacco" product means any of the following:

- The carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device.
- Placing in the person's mouth, inhaling or chewing of a smoking or tobacco product (which means any preparation of tobacco to be inhaled, chewed, or placed in a person's mouth)

For the purposes of this policy, "e-cigarettes" or "electronic vaping devices" are defined as the following:

- Any electronic oral device, such as one composed of a heat element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking.
- The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-cigarillo, e-pipe, hookah stick, vaping pen or under any other product name or descriptor.

NOTE: This Smoke-free Policy Template is designed to serve as a starting point for the implementation of a campus-wide smoke-free policy within your organization or business. Beyond this template, it is suggested that the appropriate Human Resources representative or Committee review the content of this policy template to ensure it will function within the structure of your business or organization.



BREASTFEEDING POLICY TEMPLATE

SAMPLE BREASTFEEDING POLICY #1

Purpose & Objective

The American Academy of Pediatrics recommends that breastfeeding continue for at least the first 12 months of a baby's life, and thereafter for as long as mutually desired. Among employed mothers, studies have found lower initiation rates and shorter duration of breastfeeding. Rates of breastfeeding initiation and duration are higher in women who have longer maternity leave, work part-time rather than fulltime, and have breastfeeding support programs in the workplace.

Scope

This policy applies to all employees, volunteers, contract workers, temporary staff; students, volunteers.

Policy

The _____ recognizes the scientific evidence that breast milk is the optimal food for growth and development of infants and encourages employees and management to have a positive, accepting attitude toward working women who are breastfeeding. _____ promotes and supports breastfeeding and the expression of breast milk by employees who are breastfeeding when they return to work.

Definitions

- **Milk Expression Breaks** Lactation times shall be established for each employee based on her work schedule. If possible, the lactation time is to run concurrently with any break time already provided. Lactation time beyond the regular break time will be negotiated between the employee and her supervisor, as _____ recognizes that the needs of each mother are unique.
- **A Place to Express Milk** A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in general company refrigerators
- **Education** Prenatal and postpartum breastfeeding classes and informational materials are available for all mothers and fathers, as well as their partners.
- **Breastfeeding Equipment** _____ health insurance carriers cover the cost of individual breast pumps as a part of women's prevention services.

NOTE: Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the company. Milk Storage- Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk using company provided refrigerator/personal storage coolers. As is the case with all _____ Policies, _____ reserves the right to modify this Policy.



SAMPLE SSB RESOLUTION

Greater Flint Health Coalition

RESOLUTION TO SUPPORT A REDUCTION IN SUGAR SWEETENED BEVERAGE CONSUMPTION AND INCREASED WATER CONSUMPTION AS A PRIORITY STRATEGY TO IMPROVE HEALTH IN FLINT AND GENESEE COUNTY

WHEREAS, sugar-sweetened beverages (SSBs) including soda, fruit punches, sports drinks, energy drinks, sweetened tea, and other carbonated or uncarbonated drinks that are sweetened with sugar, corn syrup, or other caloric sweeteners are the largest source of added sugar in the American diet today;

WHEREAS, Genesee County has a 36% adult obesity rate compared to 32% for the state of Michigan and 25% as the national benchmark and sugar-sweetened beverages are linked to more than 180,000 obesity-related deaths worldwide each year;

WHEREAS, a significant increase over the past 3 decades of caloric intake from Sugar-sweetened beverages includes an increased average portion size (from 13.6 ounces to 21 ounces) and an increased number of servings per day (from 1.96 to 2.39);

WHEREAS, since 1965, sugar-sweetened beverage consumption has increased significantly: Approximately a 100% increase for children (from 94 calories per day to 191 calories per day) and approximately a 250% increase for adults (from 55 calories per day to 195 calories per day);

WHEREAS, over consumption of sugar-sweetened beverages contributes to a myriad of chronic diseases and health conditions for both children and adults, including obesity, diabetes, hypertension, dental health and coronary heart disease;

WHEREAS, each additional 12-ounce soft drink consumed per day by children increases their odds of becoming obese by 60%;

WHEREAS, scientific evidence suggests that sugar sweetened beverages contribute to the epidemic of obesity in the U.S., with the effects observed to be strongest in children;

WHEREAS, the Greater Flint Health Coalition is a nonprofit Michigan collective impact organization whose mission is to improve the health status of the residents of Genesee County and to improve the quality and cost effectiveness of the health care system in Genesee County;

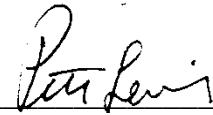
WHEREAS, the Greater Flint Health Coalition's strategic business plan has a focus area of Health Improvement with a goal to promote and advocate for policies and practices at multiple levels of society that engage our community's residents in healthy behaviors;

WHEREAS, the Greater Flint Health Coalition's *County Health Rankings Action Plan* identified an increase of healthy food access and improved nutrition and diet in workplaces, campuses, and other community settings as a strategy to be implemented to improve health behaviors in Genesee County;

WHEREAS, the Greater Flint Health Coalition seeks to support a reduction in sugar-sweetened beverage consumption and to promote the increased consumption of water, a readily accessible, calorie free and healthy alternative to SSBs as a strategy to improve the practice of healthy behaviors;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Directors of the Greater Flint Health Coalition, composed of representatives and leadership from Genesee County's hospitals, physicians, healthcare providers, health insurers, business, government, educators and schools, organized labor, and community residents, strongly support a community-wide reduction in sugar-sweetened beverage consumption in Genesee County and Flint as it would: contribute to a decrease in the overall rates of overweight and obesity, encourage healthy behavior alternatives such as increased water consumption, and significantly decrease the likelihood of illness, disease, and death among residents due to the scientifically documented harmful side-effects of high consumption of sugar-sweetened beverages.

THIS RESOLUTION has been adopted effective February 9, 2015.

A handwritten signature in dark ink, appearing to read "Peter Levine", is written over a horizontal line.

Peter Levine, Secretary