

VENDING MACHINE POLICY TEMPLATE FOR MANUFACTURING COMPANIES

INTENDED USE OF THIS POLICY TEMPLATE

- A) This policy template can be used by manufacturing companies to develop and implement an internal policy and procedure to attain the “**PURPOSE**” below and contribute to the health and well-being of employee health.
- B) This policy (or an adaptation of it) can also be applied to the Request for Proposal (RFP) or bidding process and the agreement between a manufacturing company and a service provider to operate the vending machine. Contents of this vending machine policy such as the “**PROCEDURE**” below and the “**NUTRITION STANDARDS**” (APPENDIX A) can be included to ensure compliance.



Contents of this policy template can be adapted: Whether the template is for the purposes of A or B above, it can be adapted by individual manufacturing companies in Northumberland, to meet individual needs and/or better align with the format of companies’ internal policies and procedures.

- **Working with your Vendor:** A list of suggested topics and questions to discuss with your current and potential vendor is available.¹

PURPOSE: To ensure that [INSERT NAME OF WORKPLACE] vending machines provide a reliable service with high quality, safe and reasonably priced food and beverages that offer a variety of fresh, healthier choices that contribute to employees’ health and well-being.

DEFINITIONS

“**High quality**” means fresh, dated within a reasonable time, healthy and appealing.

“**Safe**” food adheres to the food safety guidelines for refrigeration and food storage that is regulated by the Food and Drugs Act and enforced by the Canadian Food Inspection Agency of Canada.²

“**Healthier**” foods and beverages that are part of the four Food Groups in Eating Well with Canada’s Food Guide³ are higher in essential nutrients (e.g., iron, vitamin D, calcium, vitamin C, vitamin A, protein), higher in fibre, lower in unhealthy fats (e.g., saturated and trans fats) and usually contain little or no added sodium or sugar. These foods and beverages meet **the Nutrition Standards in APPENDIX A that are evidence based**⁴.

¹ Alberta Health Services, Healthy Vending Machine Toolkit, 2016, see p. 78-79.

² Information about specific guidelines for refrigeration temperatures and storage of food is available at <http://www.health.gov.on.ca/en/public/programs/publichealth/foodsafety/chill.aspx#1>

³ Available at <http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php>

⁴ Ontario Society of Nutrition Professionals in Public Health (OSNPPH), Nutrition Standards for Workplaces, 2012. Available on the OSNPPH website at <https://www.osnpph.on.ca/workplace-nutrition-advisory-group>.

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“Unhealthy” foods and beverages - cakes and pastries, chocolate and candies, cookies and granola bars, doughnuts and muffins, ice cream and frozen desserts, French fries, potato chips, nachos and other salty snacks, alcohol, fruit flavoured drinks, soft drinks, sports and energy drinks, and sweetened hot or cold drinks. Canada’s Food Guide suggests limiting these foods and beverages that are high in calories, fat, sugar or salt (sodium).

PROCEDURE



- **The Nutrition Standards are based on evidence for healthy eating.**
- **The food safety guidelines are based food an drug act and therefore it is recommended that these guidelines are adhered to protect the safety of employees.**

- The other procedural steps are suggested guidelines and can be adapted by individual manufacturing companies in Northumberland.
 - **Contact the HKPR Health Unit at 905-885-9100 to speak to a Registered Dietitian, for more information or further assistance.**
1. Assess the vending machine (s) and determine what type of food and beverages are being offered.
 - (i) Use the *Healthy Choices Vending Assessment*⁵ for a quick and informal assessment
 - (ii) Decide what % of food and beverages being offered are healthy
 2. Set a reasonable target to increase the % of healthy food and beverages being offered.
 - (i) To start, at least 20% percentage of food and beverages in vending machine (s) should meet the Nutrition Standards (Appendix A)
 3. Increment the healthy choices 10-15% each year with an end goal of at least 50% of the food and beverages being offered as healthier.
 4. Determine percentage of product waste/spoilage before and after making increments.
 5. Organize and rotate product on a first-in first-out basis (FIFO) –
 - (i) Identify the expiry date on the food and beverage product
 - (ii) Store product with the earliest expiration date in front of items with later dates

⁵ From the National Business Group on Health and available on the Northumberland Manufacturing Association’s website along with this policy. **For a more formal and comprehensive assessment with an accompanying report** there are two options: 1) **The Vending Machine Assessment Tool** developed by the Ontario Society of Nutrition Professionals in Public Health (OSNPPH). Available on the OSNPPH website at <https://www.osnpph.on.ca/workplace-nutrition-advisory-group>; 2) **The Brand Name Food List** (the List) is a tool scores food and beverages based on the Guidelines for Food and Beverage Sales in BC Schools (the Guidelines) and the Nutritional Guidelines for Vending Machines in B.C. Public Buildings. Available at <https://bnfl.healthlinkbc.ca/about.aspx>

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6. Keep temperature in vending machine at 4°C (40°F) or colder.⁶
7. Discard any food that has risen to above 4°C (40°F) and remained there for 2 hours or more. Discard any food with a strange colour or odor immediately. When in doubt, throw it out.
8. Keep product in vending machines for no more than 10 days and provide fresh product at least twice per week. Ensure that all products in the vending machine have not exceeded their best before expiry dates using the FIFO system (5 above).
9. Place healthier foods and beverages in the vending machine at eye level.⁷
10. Avoid or limit signage on the machines with images or brands that promote “unhealthier” products with little or no nutritional value (soft drinks, iced tea, lemonade or limeade).
11. Promote healthy vending options via e-mail, website, intranet, social media, signage
12. Track sales on a monthly basis and if healthier items are not performing well try one or more of the following strategies:
 - (i) Replace healthier item with a comparable item that meet the Nutritional Standards
 - (ii) Provide free samples of healthier product for employees to taste
 - (iii) Provide price incentives (e.g., a discount on healthier beverages, snacks)⁸



To get better buy-in and support, communicate any changes to the vending machine to employees and obtain feedback from employees about the changes. **Examples of pre- and post- surveys for employees are available.**⁹ Promoting healthy vending options and providing other incentives are very important!

RESPONSIBILITIES

- A) When the intended use for this policy template is for a manufacturing company to develop and implement an internal policy and procedure, consider the following:
 - a. Ensure that the policy is posted in the workplace in a visible and accessible spot.

⁶ Ontario Ministry of Health and Long-term care. Available at <http://www.health.gov.on.ca/en/public/programs/publichealth/foodsafety/chill.aspx#1>

⁷ Consider creating a diagram of the desired placement and pricing of items in the vending machine, see the OSNPPH, Why Address Workplace Vending Machines, p. 7, available at <https://www.osnpph.on.ca/upload/editor/cuser/2080/Workplace-Toolkit/Section-9/Vending-Machines.pdf>

⁸ Price unhealthy items that do not meet Nutrition Standards (Appendix A), higher than comparable items, e.g., price chocolate bars at least \$0.30- \$0.50 more than grain-based snack bars that meet the Nutrition Standards.

⁹ Alberta Health Services, 2016. [Healthy Vending Customer Pre-Change Survey](#) and [Healthy Vending Customer Post-Change Survey](#). These are hyperlinked but both are available at <http://www.albertahealthservices.ca/assets/info/nutrition/if-nfs-healthy-vending-toolkit.pdf>

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- b. Communicate any changes to the vending machine to employees and obtain feedback from employees about the changes.
- c. Consider providing incentives to employees for trying healthier items is warranted (e.g., a specific product (s) at a reduced price, providing free samples to try, etc.).
- d. Consider innovative ways in providing other healthier food and beverages such as fresh fruit in bowls in common eating areas, or water cooler for filling up water bottles, etc.
- e. Investigate and address incidents of non-compliance with the policy.

B) When the intended use for this policy is between a manufacturing company and a service provider to operate the vending machine, consider the following:

- a. Include the PROCEDURE above as “REQUIREMENTS” in the Request for Proposal (RFP) or bidding process and the agreement between manufacturing company and the vendor. If the requirements are not communicated in the agreement, a service provider could potentially be the successful bidder but not be required to follow through on the requirements that were agreed upon.
- b. Include or provide the Nutrition Standards (Appendix A) in any agreement.
- c. Communicate any changes to the vending machine to employees and obtain feedback from employees about the service provider.
- d. Investigate and address incidents of non-compliance.

Vendor/Contractor will:

- e. Be familiar with the requirements and Nutrition Standards (Appendix A) and the and follow through with their responsibilities.

EVALUATION AND ACCOUNTABILITY

- [A Manager] will audit the machines [three times] each year to ensure compliance. Management will deal with non-compliance to the policy and/or agreement with the vendor.
- Revisit the food and beverage items being offered, on a regular basis, to ensure your workplace continues to provide the targeted amount of healthier food and beverages.
- Monitor vending machine profits and compare them to sales before the changes were made.
- Monitor sales of healthier items to find out if employees are purchasing these items. If any items are not selling well, try replacing them with other healthier options as a first strategy. Other strategies include providing healthy food and beverages at a discounted price and/or free samples of healthy options.
- To improve service, work with the vendor. ***A list of suggested topics and questions to discuss with your current and potential vendor is available.***¹⁰
- Survey employees regarding their satisfaction with the vending machine. ***Examples of pre- and post- surveys for employees are available.***¹¹

¹⁰ Alberta Health Services, Healthy Vending Machine Toolkit, 2016, see p. 78-79.

¹¹ Alberta Health Services, 2016. [Healthy Vending Customer Pre-Change Survey](#) and

APPENDIX A
NUTRITION STANDARDS FOR “HEALTHIER” FOOD AND BEVERAGES
 Developed by the Ontario Society of Nutrition Professionals in Public Health (OSNPPH),
 2012 ¹²

- This Appendix summarizes the Nutrition Standards and provides nutrition criteria for foods and beverages that have “maximum nutritional value” and/or could be provided to sell or offer the most.
- For the complete table with the nutrition criteria for foods and beverages to sell or offer less or for those products that are not recommended please go to the sited reference above.
- There are also [healthy eating nutrition standards that apply to vending machines located in provincial public buildings](#), developed by the B.C government that are just like the ones listed in this appendix. This document provides a list of food and beverages and the corresponding nutrition criteria (starting on p. 10).¹³

FOOD PRODUCTS/ITEMS	Maximum Nutritional Value (Choose Most Often)	Sell or Offer Mostly from this column (If Maximum Nutritional Value not available)
Fresh, Frozen, Canned and Dried Vegetables and Fruit	Vegetable or fruit (or water) is the first item on the ingredient list and Fat: ≤ 3g and Saturated fat: ≤ 2g With little or no added sodium (:) or sugar *	
	and Sodium ≤ 240 mg and No added sugar	and Sodium ≤ 360 mg
	Examples: <ul style="list-style-type: none"> • Canned fruit packed in water or in 100% juice • Dried Fruit, 100% fruit leathers** with no added sugar • Canned vegetables with 	Examples: Fresh or frozen vegetables with little or no added salt <ul style="list-style-type: none"> • Fresh or frozen fruit with no added sugar • Canned vegetables

[Healthy Vending Customer Post-Change Survey](#). These are hyperlinked but both are available at <http://www.albertahealthservices.ca/assets/info/nutrition/if-nfs-healthy-vending-toolkit.pdf>

¹² Ontario Society of Nutrition Professionals in Public Health (OSNPPH). (2012). Nutrition Standards for Workplaces. Available on the OSNPPH website at <https://www.osnpph.on.ca/workplace-nutrition-advisory-group>

¹³ Vending Machines in B.C. Public Buildings Policy, 2014. Available at <http://www2.gov.bc.ca/gov/content/health/managing-your-health/healthy-eating/vending-machines>

	no added sugar	<ul style="list-style-type: none"> • Canned fruit packed in juice or light syrup • Some low-fat frozen potato products, including French fries • Some dried fruit and 100% fruit leathers**
FOOD PRODUCTS/ITEMS	Maximum Nutritional Value (Choose Most Often)	Sell or Offer Mostly from this column (If Maximum Nutritional Value not available)
Vegetable and Fruit Chips	Canada's Food Guide states that vegetable and fruit chips do not belong in the Vegetables and Fruit food group. Therefore, there are no Maximum Nutritional Value nutrition criteria for this category.	<p>Fat: ≤ 3g and Saturated fat: ≤ 2g and Sodium: ≤ 240 mg</p> <p>Examples:</p> <ul style="list-style-type: none"> • Some lower-fat, lower sodium vegetable chips (e.g., potato, carrot) • Some lower-fat, lower sodium fruit chips (e.g., banana, apple, pear)
Grain Based Snacks/ Products	<p>Fat: ≤ 3g and Saturated fat: ≤ 2g and Sodium: ≤ 240mg</p>	
	Whole grain" is the first item on the ingredient list and Fibre: ≥ 2g	<i>No further nutrition criteria</i>
	<p>Examples:</p> <ul style="list-style-type: none"> • Some whole grain crackers, pita chips and flatbreads 	<p>Examples:</p> <ul style="list-style-type: none"> • Some whole grain crackers, pita chips and flatbreads • Some packaged crackers and popcorn

Baked Goods	Fat: ≤ 5g and Saturated fat: ≤ 2g and Fibre: ≥ 2g	
	Whole grain” is the first item on the ingredient list and Sodium: ≤ 240mg	<i>No further nutrition criteria</i>
	Examples: <ul style="list-style-type: none"> • Some whole grain muffins, grain-based bars 	Examples: <ul style="list-style-type: none"> • Some muffins, cookies, grain-based bars • Some whole grain waffles and pancakes
Yogurt	Fat: ≤ 3g and ≤ 2% M.F. and Calcium: ≥ 15% DV and Vitamin D: ≥ 15% DV	Fat: ≤ 3g or ≤ 3.25% M.F.
	Examples: <ul style="list-style-type: none"> • Some lower fat plain yogurt or flavoured yogurt with vitamin D 	Examples: <ul style="list-style-type: none"> • Plain and flavoured yogurt, yogurt tubes
FOOD PRODUCTS/ITEMS	Maximum Nutritional Value (Choose Most Often)	Sell or Offer Mostly from this column (If Maximum Nutritional Value not available)
Cheese	Fat: ≤ 20% M.F. and Sodium: ≤ 360 mg and Calcium: ≥ 15% DV	Fat: ≤ 20% M.F. and Sodium: ≤ 360 mg and Calcium: ≥ 15% DV
		Examples: <ul style="list-style-type: none"> • Cheeses lower in fat and sodium, including part-skim mozzarella, light cheddar, some Swiss and ricotta
Entrées (e.g., frozen pizza, sandwiches, pasta, stir fry, hamburgers)	Fat: ≤ 10g and Saturated fat: ≤ 5g and Sodium: ≤ 720mg and Fibre: ≥ 2g and Protein: ≥ 10g	Fat: ≤ 10g and Saturated fat: ≤ 5g and Sodium: ≤ 960mg and Fibre: ≥ 2g and Protein: ≥ 10g
Soups	Fat: ≤ 3g and Saturated fat: ≤ 2g and Sodium: ≤ 480mg and Fibre: ≥ 2g	Fat: ≤ 3g and Saturated fat: ≤ 2g and Sodium: ≤ 720mg and Fibre: ≥ 2g
Side Dishes (e.g., grain and/or vegetable salads)	Fat: ≤ 5g and Saturated fat: ≤ 2g and Sodium: ≤ 240mg and Fibre: ≥ 2g	Fat: ≤ 5g and Saturated fat: ≤ 2g and Sodium: ≤ 360mg and Fibre: ≥ 2g

<p>Deli - Sandwich Meat (subs, sandwiches, wraps, etc.)</p>	<p>Note: The World Cancer Research Fund Report – Food, Nutrition, Physical Activity, and the Prevention of Cancer: A Global Perspective, states to avoid processed meats. ‘Processed meat’ refers to meat preserved by smoking, curing or salting or the addition of chemical preservatives, including that contained in processed foods. Therefore, there are no “Maximum Nutritional Value” nutrition criteria for deli meat.</p>	<p>Fat: ≤ 5g and Sodium: ≤ 480mg</p> <p>Examples:</p> <ul style="list-style-type: none"> • Some lean deli meat • Non-processed fillings and more fresh fillings such as non-deli roasted chicken, turkey, roast beef; and/or egg, tuna, salmon, cheese <p><u>Added Note:</u> Provide 1/3 whole grain breads (or subs or wraps) and increase to ½</p>
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BEVERAGES

<p>Milk and Milk-Based Beverages (Plain or Flavoured)</p>	<p>Fat: ≤ 2% M.F. or ≤ 5g and Sugar: ≤ 28g and Calcium: ≥ 25% DV</p>	
<p>Soy/Milk Alternative Beverages (Plain or Flavoured)</p>	<p>“Maximum Nutritional Value”: Calcium: ≥ 25% DV and Vitamin D: ≥ 25% DV</p> <p>Note: Canada’s Food Guide states that rice, potato and almond beverages do not contain the level of protein found in milk or fortified soy beverage. Therefore, these are not considered to be Milk Alternatives.</p>	<p>Sell or Offer Mostly if Maximum Nutritional Value not available:</p> <p>Fortified with calcium and vitamin D</p>
<p>Juices or Blends: Vegetable or Fruit</p>	<p>“Maximum Nutritional Value”: 100% juice, pulp or puree and Unsweetened / No sugar added Sodium</p>	<p>Sell or Offer Mostly if Maximum Nutritional Value not available: 100% juice, pulp or puree and Unsweetened/No sugar added</p>
<p>Coffee or Tea</p>	<p>When offering coffee and tea, offer condiments that meet the “Maximum Nutritional Value” or “Sell/Offer Most” criteria for Milk and Milk Based Beverages and/or Soy/Milk Alternative Beverages (e.g., serve 2% milk and/or fortified.</p>	
<p>Coffee/tea based beverages</p>	<p>No “Maximum Nutritional Value” or “Sell/Offer Most” criteria. These beverages are higher in fat, sugar and calories.</p>	

(Iced Coffee, Latte, Frappuccino, Cappuccino, Mocha)	Sell or Offer Less of these Products with the following nutrition criteria: Caffeinated, decaffeinated and Fat: ≤ 2% M.F. or ≤ 5g and Sugar: ≤ 28g
Hot Chocolate	Fat: ≤ 2% M.F. or ≤ 5g and Sugar: ≤ 28g and Calcium: ≥ 25% DV
Other Beverages (e.g., soft drinks*, iced tea*, flavoured water*, “juice-ades”, such as lemonade or limeade)	Note: Canada’s Food Guide states that fruit flavoured drinks are not nutritionally equivalent to 100% juices. In addition, foods of minimal nutritional value containing artificial sweeteners are not considered to be “Maximal Nutritional Value” choices.
Energy Drinks	Not recommended, can have adverse health affects
Sports Drinks	Recommended in hot or humid working conditions, during strenuous physical activity lasting for 60 minutes or more, when excessive sweat loss occurs; otherwise plain water is recommended.

*Look for other words for sugar, such as glucose, fructose, sucrose, dextrose, dextrin, corn syrup, maple syrup, cane sugar, honey and concentrated. Sugar substitutes permitted.

