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| Healthy and more sustainable food procurement policy [Template] |

# Overview

[Organisation] recognises the importance of healthy food and drinks in the promotion of health and wellbeing, as well as the opportunity for food procurement to deliver social and environmental outcomes. This healthy and more sustainable food procurement policy requires [organisation] staff to adopt food and drink procurement practices that not only support and promote healthy eating, but also benefit the environment and the broader Victorian community.

# Policy objectives [modify as appropriate for your organisation]

To support:

* employees to procure healthy food and drinks to:
  + increase the availability and promotion of healthier food and drinks
  + decrease the availability and promotion of unhealthy food and drinks
  + contribute to a workplace environment where healthier food and drink options are encouraged, supported, and normalised
* employees to meet their procurement needs in a manner that delivers social and environmental outcomes to:
  + contribute to a fair, inclusive, and sustainable economy
  + improve the impact of our purchasing decisions on the economy, the community, and the environment
  + contribute to a workplace environment where consideration of social and environmental outcomes is encouraged, supported, and normalised
* [Organisation] to:
  + contribute to improving health and wellbeing in line with the *Victorian public health and wellbeing plan*
  + support catering suppliers that are delivering social and environmental outcomes
  + support the health and wellbeing of employees, the environment, and the wider Victorian community.

# Where the policy applies

This policy applies to [Organisation] staff procuring food and drinks with [Organisation] funds for meetings, functions, and events. This includes occasions such as workshops, conferences, community events, launches, celebrations and ceremonies, as well as client or community education, information, or training programs.

This policy does not apply to food procured for [insert any organisation specific exemptions here].

# Requirements for procuring healthy food and drinks

Within the Victorian Government’s *Healthy Choices: food and drink classification guide*, food and drinks are classified as **GREEN**, **AMBER** or **RED** based on nutritional value.

To support and encourage healthy eating, when procuring food and drinks for [Organisation] -funded meetings, functions and events, staff **must**:

* ensure that the food and drink options available are GREEN or AMBER
* ensure that RED food and drink options are avoided wherever possible

# Delivering social and environmental outcomes when procuring food and drinks

Food procurement presents a significant opportunity for organisations to use their buying power to generate social value above and beyond the value of the food, drinks and catering service being procured. Organisations can contribute to delivering a range of positive social and environmental outcomes by procuring healthy food and drinks from, for example:

* Victorian social enterprises certified by Social Traders
* Victorian Aboriginal and/or Torres Strait Islander businesses certified by Kinaway
* suppliers that adopt sustainable business practices such as sourcing ingredients locally and minimising food waste.

An organisation can generate further social value still by adopting its own sustainable business practices when procuring food and drinks.

To support and encourage the delivery of social and environmental outcomes when procuring food and drinks for [Organisation] -funded meetings, functions and events, staff **must**:

* consider opportunities to deliver social and environmental outcomes and pursue identified opportunities

The *Guide to healthy and more sustainable food procurement* will assist staff to adopt food procurement practices that meet the requirements of this policy, and support the health and wellbeing of employees, the environment and the wider Victorian community. This guide is available at [insert organisation intranet web page name and make this the hyperlink].

# Executive/manager responsibilities

* Ensure that employees are aware of this policy and have access to it.
* Adhere to this policy when approving food purchases as a financial delegate.
* Create an organisational culture that supports healthy food procurement as well as social and sustainable procurement practices.

# Employee responsibilities

* Be aware of the *Healthy and more sustainable food procurement policy* and the *Guide to healthy and more sustainable food procurement*.
* Observe the policy procedures.
* Adhere to the policy when approving catering purchases as a financial delegate.
* Maintain an organisational culture that supports healthy food procurement as well as social and sustainable procurement practices.

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