

N01.1 – Option 1: Food offerings

Policy Document and/or Operations Schedule

WELL Building Standard™ version 2 (WELL v2™), Q4 2022 addenda



HOW TO USE THIS DOCUMENT:

This document is intended to serve as a guide on how to create a project **policy and/or operations schedule to promote the consumption of fruits and vegetables by increasing the availability and accessibility of fruits and vegetables.**

This document is meant to demonstrate an acceptable degree of detail for

- precertification documentation submission
- documentation submission

For precertification documentation submission:

To achieve WELL Precertification, project teams may submit intent-stage or implementation-stage documents for pursued features, or any combination of the two. An intent-stage document is typically a draft document that has not yet been implemented in the actual project, while implementation-stage documents describe final and implemented strategies. Intent and implementation-stage documents should be similar in terms of level of detail. For final WELL Certification documentation approval, all documents are required to be implementation -stage. To learn more about intent-stage vs. implementation-stage documentation, review the [precertification guide](#) in our knowledge base.

Intent-stage language is indicated in this sample document **with green text and in parentheses**. For an intent-stage policy and/or operations schedule, the document should consist of a draft version of the policy that the team intends to implement. This document cannot simply state that the feature requirements will be implemented; the documentation should include adequate detail such that a WELL Reviewer will be able to confirm the document complies with all of the WELL feature part requirements.

For documentation submission:

The level of detail is up to the discretion of the project team, but the documents must include specific details demonstrating that the actual requirements have been enacted in the project boundary. The Feature cannot be demonstrated solely through a confirmation that the requirements have been or will be implemented.

This document and similar tools are intended to assist projects in their pursuit of WELL v2 but use of this document and/or similar tools are in no way a guarantee of achievement of any rating, certification or other designation, and no representation or warranty is made regarding the likelihood of achieving any rating, certification or other designation, and IWBI shall have no liability resulting from the use or content of this document or similar tools or resources or from any action taken or inaction occurring in reliance on this document or similar tools or resources.

Note: The below document is based on the Q4 2022 addenda of the WELL Building Standard™ version 2 (WELL v2™). Project teams are required to implement the feature requirements from the addenda version assigned to their project or any more recent addenda version.

FEATURE PART REQUIREMENTS:

For All Spaces except Commercial Dining Spaces:

Each food outlet meets one of the following requirements:

- a. The selection includes at least two varieties of fruits (containing no added sugar) and at least two varieties of non-fried vegetables.*
- b. At least 50% of available food options are fruits (containing no added sugar) and/or non-fried vegetables.*

For Commercial Dining Spaces:

One of the following requirements is met:

- a. The selection includes at least four varieties of fruits (containing no added sugar) and at least four varieties of non-fried vegetables.*
- b. At least 50% of available food options are fruits (containing no added sugar) and/or non-fried vegetables.*

WELL Core Guidance:

Meet these requirements in non-leased spaces.



The below sample documentation is intended to provide guidance in creating a provision of Fruits and Vegetables policy. It is not a template. You may note included components that are not required to demonstrate compliance with this Feature.

Example document for Feature Part 1

***(Intent-stage: Draft)* [Company] Promotion of Fruits and Vegetables Policy**

Location: *[project address]*

[Company]'s goal is to promote the daily consumption of fruits and vegetables by increasing their availability and accessibility. Fruits and vegetables are keys to a healthy diet, and *[Company]* is proud to support our employees in their pursuits of improving and maintaining a healthy balanced diet.

[Project name] includes various types of food outlets where foods are either sold or provided daily. For each type of food outlet, the fruit and vegetable requirements, associated vendors, and responsible parties are as follows:

NON-COMMERCIAL DINING SPACES WITH FOOD PROVIDED

OFFICE PANTRIES

Location(s): Floors *[XXX - XXX]*

Coffee and a small number of snacks are included in each pantry. At least half (50%) of the snack options provided consist of fruits (e.g. fresh apples, oranges) and/or non-fried vegetables (e.g. baby carrots, cut celery).

[Snack vendor name and contact info] has confirmed that they will supply compliant fruit and vegetable snacks.

The *[Office Manager (Name and contact information)]* is responsible for communicating this policy to employees, and for maintaining the list of approved food service vendors and associated products provided. For any additional food products to be considered, *[Office Manager]* must be contacted, prior to purchasing, to confirm that the selected items comply with the requirements of the fruits and vegetables purchasing policies in place.

VENDING MACHINES

Location(s): Employee breakroom on floors *[XXX - XXX]* and the building lobby

The selection of snacks offered in the vending machines include at least two varieties of fruits containing no added sugar (e.g. freeze-dried fruit) and at least two varieties of non-fried vegetables (e.g. non-fried vegetable chips).

[Name of vending company] has confirmed they will provide these healthy snacks as part of their offerings in addition to their typical snack selections.

The *[Office Manager (Name and contact information)]* maintains the contract with the vending machine vendor. Any adjustments to the contract and snack offerings provided will be considered by contacting *[Office Manager]*.

COMMERCIAL DINING SPACES

[Name of restaurant]

Location(s): Ground floor retail

[Name of restaurant] is a highly rated full-service sit-down restaurant that seats *[# of customers]* at any one time. The menu continuously features at least four varieties of fruits (containing no added sugar) and at least four varieties of non-fried vegetables. The offerings may vary based on produce that is in season and what will pair nicely with other menu options. A salad containing more than one vegetable can count towards more than one of the required vegetable varieties. Fresh fruit salads containing more than one fruit can count towards more than one of the required fruit varieties.

[Restaurant manager, contact information] is responsible for communicating this policy to restaurant staff and for maintaining a menu that is compliant with these fruit and vegetable requirements.

[Name of café]

Location(s): Mezzanine level on *[floor number]*

[Name of café] serves coffee and a small number of fruit and pastry options for the breakfast crowd on days when the offices are open (e.g. Monday-Friday, except on holidays) and has three small standing tables for customers to use if they choose to stay to drink their coffee. This policy requires that at least 50% of food options are fresh fruit varieties (e.g. fresh apples, bananas, oranges, packaged sliced pineapple, mixed fruit cups, etc.)

[Café manager, contact information] is responsible for communicating this policy to café staff and for maintaining a menu that is compliant with this fruit requirement.

Names and contact information for responsible team members and vendors in this document must be reviewed and updated on an annual basis.

TIPS FOR MULTIPLE LOCATIONS

- For organizations participating in WELL at scale, this Policy and/or Operations Schedule is categorized as Shareable. It may be shared across multiple projects, as long as they all meet the strategies that are outlined in the document.