

N01.1 – Option 1: Food offerings

Policy and/or Operations Schedule

WELL Building Standard™ version 2 (WELL v2™)

WHAT IS 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 knowledgebase.

Intent-stage language is indicated in this sample document with **greentext 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 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 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 Q1-Q2 2024 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.

HOW TO USE THIS DOCUMENT:

-  Read the [below feature requirements](#) (or the feature requirements from the [addenda version assigned to your project](#), as relevant) and determine how your project addresses each requirement.
 - a. If your project is a WELL Core project, read through and ensure that your project follows the “WELL Core Guidance.”
 - b. Make sure to apply the feature requirements appropriate to your project’s space types. For example, if your project has both dwelling units and other space types, ensure your project is applying the requirements under “For Dwelling Units” to the dwelling unit spaces and applying the requirements under “For All Spaces except Dwelling Units” to the other space types. Check out the [WELL v2™ digital standard](#) for the exact language on your project’s space types.
-  Refer to the [below example document](#) to get an idea of how to set up your documentation.
-  Collaborate with your stakeholders to gather the [relevant documentation](#) that demonstrates the project’s compliance with the feature. Some examples of relevant documentation include:
 - a. a letter from a hired professional outlining services provided
 - b. the project’s floor plans
 - c. a modeling report
-  Create a technical document using existing documentation where relevant, annotating it to clarify where feature requirements are met. Some examples of annotating include:
 - a. highlight the sections relevant to WELL requirements
 - b. circle or add boxes around particular data
 - c. add notes to confirm WELL requirements
 - d. add labels to draw attention to particular sections
 - e. provide an explanation of the connection to WELL requirements using a different colored font
 - f. check out the [WELL Documentation Annotation Guide](#) for more
-  Name the document so that it is easily identifiable. Some examples for naming include:
 - a. name the document using the WELL feature code
 - b. name the document using the WELL feature name
 - c. name the document using the WELL document type
-  Review the document you’ve created and ensure that all the necessary WELL requirements are fully and clearly addressed.
 - a. Note: the level of detail is up to the discretion of the project team, but the document must include specific details demonstrating that the actual requirements have been enacted in the project boundary. Features cannot be demonstrated solely through a written confirmation that the WELL requirements have been or will be implemented.
-  Upload the document to the scorecard in the WELL digital platform, after you’ve confirmed that the document fully and clearly addresses all the necessary WELL requirements.



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 different individually selectable fruit offerings (containing no added sugar) and at least two different individually selectable non-fried vegetable offerings.*
- b. At least 50% of available food options are individually selectable fruit offerings (containing no added sugar) and/or individually selectable non-fried vegetable offerings.*

For Commercial Dining Spaces:

One of the following requirements is met:

- a. The selection includes at least four different individually selectable fruit offerings (containing no added sugar) and at least four different individually selectable non-fried vegetable offerings.*
- b. At least 50% of available food options are individually selectable fruit offerings (containing no added sugar) and/or individually selectable non-fried vegetable offerings.*

WELL Core Guidance:

Meet these requirements in non-leased spaces.

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].



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:

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.