

Healthy Beverage Guidelines

Position Statement:

Life Steps Foundation strives to promote health and wellness by being a role model to promote healthy beverages. At all Life Steps Foundation sponsored and/or coordinated meetings and events, both in the community and work site, for staff and clients where beverages will be provided, the selection must be in accordance with the Life Steps Foundation Healthy Beverage Guidelines.

Therefore Life Steps Foundation will:

- ***Provide access to free, safe drinking water***
Require that there is access to free, safe drinking water wherever beverages are offered and/or sold. At meetings, for example, it is recommended that safe tap water, rather than individual bottles of water, be offered. If safe tap water is not available, then it is recommended that large jugs of water are utilized.
- ***Comply with Beverage Standards***
All beverages served (e.g., at meetings) and sold (e.g., in our store) in Life Steps Foundation facilities can only include:
 - Water with no added sweeteners;
 - Unflavored* non-fat or 1% cow's milk with no added sweeteners
 - Unflavored*non-dairy milk alternatives with no added sweeteners.
 - No more than 2.5 grams of fat per 8 fluid ounces
 - Fruit or vegetable-based juice drinks that have a maximum of 160 calories and 230 mg of sodium per container and no added sweeteners.
 - 100% fruit or vegetable juices with a maximum of 160 calories, 230 mg of sodium per container and no added sweeteners.
 - Coffee and tea with no added sweeteners;
 - Diet beverages with non-caloric sweeteners.
- ***Above Standard***
To go above and beyond the aforementioned standards:
Eliminate all diet beverages with non-caloric sweeteners
- We will stop selling sodas, energy drinks and replace with it with more bottled water and fruit juices.

Healthy Food Guidelines

Position Statement:

Life Steps Foundation strives to promote health and wellness by being a role model to promote healthy foods. At all Life Steps Foundation sponsored and/or coordinated meetings and events, both in the community and work site, for staff and clients where foods will be provided, the selection must be in accordance with the Life Steps Foundation Healthy Food Guidelines.

Therefore Life Steps Foundation will:

- Increase the range and availability of healthy food options on our premises, including break areas, at meetings, and events. Food selection should emphasize fruit, vegetables, whole grains, and nonfat or low fat dairy products.
 - Aim to make half the plate fruits and vegetables. Provide red, orange, and dark green vegetables whenever possible.
 - Encourage lean meats, poultry and fish.
 - For starches such as rice, pasta, and bread products, the recommended portion size is about $\frac{1}{4}$ of the plate.
 - Aim to select food with no trans fats and low in saturated fats, sodium, and added sugar.
 - Encourage high calorie foods/desserts only as an occasional small treat. The items are offered as a side dish along with healthier food choices.
 - Encourage cooking with healthier ingredients and providing snacks through the following ideas: employee newsletter, recipe board in break room, healthy foods at meetings.
- Ensure that only healthy food and beverage options are provided as vouchers, prizes, or giveaways to Life Steps Foundation employees and clients.
- Life Steps will have a healthy potluck every other month to promote health. Employees are encouraged to bring plates with fresh fruits and vegetables. Lean meats, poultry and fish. We will have a healthy kick off potluck in the month of JUNE!

Healthy Movement Guidelines

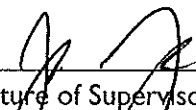
Position Statement:

Life Steps Foundation strives to promote health and wellness by being a champion for exercise and movement. As an organization that employs staff, has volunteers, and serves the community, we are committed to promote health and wellness by providing physical activity opportunities.

Therefore Life Steps Foundation will:

- Provide safe, clean, well-lit thoroughfares for accessing our location and events by walking and bicycling.
- Create opportunities for movement for staff and clients, such as "walking meetings," stretch breaks, or recreational exercise classes.
- Find and capitalize on opportunities to promote exercise/movement to staff and clients.
- Provide a 5-minute physical activity break for every meeting lasting 90 minutes or longer.
- Help employees build physical activity into their day by getting to/from work via public transit, walking, and/or biking.
- Every morning, Employees and clients are encouraged to do a 30-minute exercise with their clients.
- Every Thursday is Fitness & Wellness. Employee and clients activity throughout the day is around fitness.
- Life Steps will hold exercise classes after work on Monday & Wednesdays afternoons free of charge. We will do basic aerobics, walk/jog along Bayshore Trail.

Kimberly Pingel
Printed Name


Signature of Supervisor

5/2/2013
Date

Luz MARTIN
Printed Name


Signature of Manager

5/02/2013
Date



Life Steps Foundation Wellness Policy Implementation Plan

- The established Life Steps Foundation Wellness Committee will meet quarterly to review and recommend practices as they relate to the wellness policies.
- The Life Steps Foundation wellness policy will be posted in the memorandum board and will be distributed to client's residential homes/homes and emailed to staff and clients.
- All new staff members will be introduced to the policy during their orientation.
- Each month, wellness related ideas/practices will be on the all-staff meeting agenda to assure wellness policy compliance.
- To encourage physical activity, we will hold exercise classes after work on Monday & Wednesdays afternoons free of charge and will include basic aerobics, and walk/jog along Bay Shore Trail.
- Life Steps will have a healthy potluck every other month to promote health. We will have a healthy kick off potluck in the month of JUNE!
- BANPAC incentive will be used to help kick off our healthy potluck in June!