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## **Purpose**

To promote employee health and well-being by providing nutritious food options in the workplace. This policy encourages healthy eating habits, improves employee productivity, and aligns with the company's commitment to employee wellness.

## **Policy**

The Bemidji Police Department will provide a refrigerator in the police officer squad room to encourage the consumption of nutritious food items by employees. By promoting a healthy food environment, we aim to support the physical well-being, energy, and performance of our employees, contributing to a positive and productive workplace culture.

## **Scope**

This policy applies to the refrigerator and all food provided by the Bemidji Police Department including snacks, beverages, and other food choices as a part of a wellness initiative.

### **1. Guidelines for refrigerator use**

- a. **Temperature** - Ensure the refrigerator is kept at a safe temperature (below 40°F or 4°C) to prevent food spoilage and maintain freshness.
- b. **Daily cleaning** - Employees are responsible for cleaning up any spills or messes they create immediately.
- c. **Weekly Cleaning**- The refrigerator will be emptied and cleaned weekly. Any items that are not labeled, expired, or deemed unsanitary will be thrown away without prior notice.
- d. **Perishable items** - Perishable items such as dairy, meats, or cooked food should be consumed within 3-5 days or frozen if necessary to prevent spoilage.

### **2. Guidelines for food selection**

- a. **Healthy Food Choices**- The Bemidji Police Department will seek to supply healthy food and beverages such as fruits, vegetables, lean proteins, dairy, whole grains, and water.
- b. **Allergies and Intolerance** - The Bemidji Police Department will make efforts to select and provide food items with clear labeling for all food items that contain common allergens (e.g., peanuts, dairy, gluten) and will offer alternative options for employees with food sensitivities.
  - i. Employees with known food allergies must notify dept administration immediately and avoid consumption of foods that may cause a reaction.

### **3. Employee use and input**

- a. Employees may store food that meets the above food choice criteria for daily consumption.
- b. Condiments are not allowed to be stored in the refrigerator except for daily consumption.
- c. Employees must avoid storing sugary drinks, junk food, or heavily processed items.
- d. The Bemidji Police Department will regularly review the food provided and adjust options based on employee feedback, health trends, and nutrition guidelines.

### **4. Compliance**

- a. Failure to follow the healthy food policy may result in loss of refrigerator privileges or other disciplinary measures. Reminders will be posted and repeat offenders will be notified directly.

### **5. Sustainability**

- a. The Bemidji Police Department will strive to supply the refrigerator with healthy food choices based on available funding and employee contributions.

Revision Date(s):

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