

Most adults spend a major portion of their waking hours at work. Therefore, employers that support healthy eating through work based policies, programs, facilities, and/or education, help their employees become healthier. The criteria in this section of the m-NEAT refer to the conditions that should exist in support of providing healthy eating in the worksite setting. Use a separate worksheet for each worksite assessed.

- 1) **Familiarize yourself with each criteria/component prior to your site visit.**
- 2) **Communicate your intent with the organization’s commander/director prior to conducting the onsite assessment.**

Organization: _____ **Location** _____

POC: _____ **Phone:** _____

	POLICIES	Select One	NOTES
1	<p>Written Policy: Worksite has well-communicated written policy that promotes healthy food and beverage options at meetings, functions or fundraising events.</p> <p><i>Healthy choices include fresh fruit, dried fruit, vegetables, low-fat yogurt, vegetable juices, 100% fruit juice, water, sandwiches with lean turkey and low-fat dressings, nuts, baked chips, whole-grain crackers, smaller portion items like mini-bagels, etc...”</i></p>	<input type="radio"/> yes <input type="radio"/> no	
2	<p>Vending Written Nutrition Policy: Worksite has written policy that vending machines or food concessions must offer healthy food and beverage options.</p> <p><i>Incorporates healthier options that align with Fit Pick and/or the Health and Sustainability Guidelines for Federal Concessions and Vending Operations guidelines.</i></p>	<input type="radio"/> yes <input type="radio"/> no	
3	<p>Sanitation Written Policy: Worksite has a written guidance on sanitation (i.e. desk or areas where food is stored, prepped, or eaten are routinely cleaned: refrigerator temps are monitored, etc.).</p> <p><i>Desk or areas where food is stored, prepped, eaten are routinely cleaned; refrigerator temps are monitored, etc.</i></p>	<input type="radio"/> yes <input type="radio"/> no	

PHYSICAL ENVIRONMENT		Select One	NOTES
4	Messages: Information and messages promoting healthy food choices and nutritional fitness are displayed.	<input type="radio"/> yes <input type="radio"/> no	
5	Eating Area: A separate eating area (i.e. an employee break room) from work stations is available.	<input type="radio"/> yes <input type="radio"/> no	
6	Refrigerators: Refrigerators are available for use by all employees.	<input type="radio"/> yes <input type="radio"/> no	
7	Sinks: At least one sink is available for meal preparation, cleaning dishes/utensils. (This does not include a sink located in the restrooms)	<input type="radio"/> yes <input type="radio"/> no	
8	Microwaves: A microwave is available for use by all employees.	<input type="radio"/> yes <input type="radio"/> no	
9	Water: Water fountains or water coolers are clean and available for use by all employees.	<input type="radio"/> yes <input type="radio"/> no	

Date of Survey:	_____ Length of time complete survey: _____	
Survey Completed by:	Name:	Phone:
	E-mail: _____	