

Evaluation Tools and Measures

SAMPLE PROCESS OBJECTIVES	Year One	Year Two	CHANGE
Number of staff enrolled and participating (participation rates)			
Observation or counts (e.g. track number walking at noon)			
Participant satisfaction (via survey, focus groups, interviews, stakeholder survey, etc.)			
Policy or environmental changes/tracking (use Worksite Wellness Assessment Checklist and compare list of policy or environmental changes from initial site assessment with later follow up at one year, two years, etc.)			
SAMPLE OUTCOME OBJECTIVES	Year One	Year Two	CHANGE
Pretest/posttest surveys can measure changes in attitude, knowledge, current eating and physical activity habits from initial assessment to completion of a specified program or campaign			
Quizzes: test of knowledge on various topics			
Vending items being chosen (arrange with vendor to track selections)			
Cafeteria menu options			
Health indicators/reduced risk factors. Complete a comparison of company aggregate screening measures such as blood pressure, cholesterol, body weight, BMI, etc. before and after a specified program or campaign			
Corporate costs and return on investment (the expense side, or what it costs to run your wellness program, can be fairly easy to quantify. However, computing savings from reduced healthcare claims, lost work days or absenteeism may be harder to calculate. Work with your human resources and benefits contacts to determine what can be measured and then set a baseline figure to compare against later)			



Sample Workplace Policy Template: Nutrition Policy

PURPOSE: Vermonters are more likely to die from chronic diseases than all other causes of death combined. Worksites play an important role in the food environment. Worksites that promote a healthy food environment contribute to supporting the health of employees, increasing consumer demand for healthier food and helping strengthen local food systems.

[Company Name] is committed to providing a work environment that promotes healthy eating and supports employees in making healthy food choices in and outside of work.

POLICY STATEMENT: **[Company name]** will promote employee wellness and support healthy food choices. **[Company name]** will provide food and beverage options that meet the Vermont Department of Health Healthy Food Standards (see attached) whenever food or beverages are served or sold on company grounds or at company events: **[Select one or more options]**

- Healthy Food and Beverage Standards will be adhered to at meetings and company sponsored events in accordance with Vermont Department of Health [Healthy Food Standards](#).
- Healthy Food and Beverages Standards will be adhered to in vending machines in accordance with Vermont Department of Health [Healthy Food Standards](#).
- Healthy Food and Beverages Standards will be adhered to in cafes or cafeterias in accordance with Vermont Department of Health [Healthy Food Standards](#).

SCOPE: This policy applies to all employees, interns and volunteers of **[company name]**. **[Company name]** will ensure that wellness opportunities are provided for all employees, regardless of age, cultural or religious practices, gender, sexual orientation or disability status.

SUPPORTING ACTIVITIES: The following activities will be provided to employees to further support healthy food choices: **[Select one or more activities]**

- Refrigerators, microwaves and break areas will be offered for employee use.
- Access to free water will be available throughout the day.
- Vending machines and staff cafeteria(s) will:
 - Use competitive pricing to make healthier choices more economical.
 - Use signs or symbols to make healthy choices stand out, and make nutrition information available for foods and beverages.
- Local food initiatives will be supported:
 - Employees will have access to a [discounted] on-site Community Supported Agriculture (CSA) program.
 - Whenever possible, local food will be offered in cafeteria(s) and at catered meetings and events.

Signature:

Date:

Developed by the Vermont Department of Health