



Collective Roots Staff Wellness Policy

Collective Roots recognizes the benefits of a workplace wellness program. Such programs have been shown to increase productivity, reduce absenteeism and improve morale and quality of life for employees. Wellness programs can also play an important role in containing health care costs for employers and individual employees. The outcomes are achieved by promoting work environments that increase opportunities and support for employees to be physically active, make healthy food selections, manage stress and increase awareness of other health related issues.

With initial funding from Get Healthy San Mateo County Task Force and support from Generations Community Wellness, a Wellness Committee was assembled and tasked to create, promote and implement programs and services that foster and maintain employee wellness.

Policy Directives:

- Beverage Guidelines
- Healthy Food Guidelines
- Movement Guidelines
- Mental Health Guidelines
- Tobacco Free Guidelines
- Eco-friendly Guidelines

Policy Revisions and Adherence:

Organizational Wellness Policies are reviewed and revised as needed by the Wellness Committee. At a minimum, the policy is reviewed annually in conjunction with development of the strategic and/or annual wellness plan.

All managing staff are expected to implement the policies put forth in this document and ensure that employees, interns, AmeriCorps members, Board of Directors and volunteers, and clients adhere to the policies.



Healthy Beverage Guidelines

Position Statement:

Collective Roots strives to promote health and wellness by being a role model to promote healthy beverages. At all Collective Roots' 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 agency's Healthy Beverage Guidelines.

As an organization that employs staff, has volunteers, and serves the community, we are committed to promote health and wellness by providing healthy beverage choices. Therefore our organization 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., at in the cafeteria and vending machines) in Collective Roots' 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
- Coffee and tea with no added sweeteners;
- While we discourage regular intake of fruit juice, from time to time we will serve 100% fruit/vegetable juice from fruit and vegetables harvested from our gardens.

Exceptions, with approval from the board, may be made for public events (e.g. fundraisers).

*This excludes flavored milk and flavored non-dairy milk alternatives (e.g., chocolate, strawberry and vanilla).



Healthy Food Guidelines

Position Statement:

Collective Roots strives to promote health and wellness by being a role model to promote healthy foods. At all Collective Roots' 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 agency's Healthy Food Guidelines.

As an organization that employs staff, has volunteers, and serves the community, we are committed to promote health and wellness by providing healthy food choices. Therefore our organization 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 ¼ 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.
- Collective Roots encourages staff to participate in “Meatless Mondays”
- Encourage cooking with healthier ingredients and providing snacks through the following ideas: monthly enews, and healthy recipes on our website.
- Ensure that only healthy food and beverage options are provided as vouchers, prizes, or giveaways to volunteers and staff.
- Move towards providing an abundance of fresh fruits in kitchen or break rooms to keep staff focused and full of energy.



Movement Guidelines

Position Statement:

Collective Roots 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 opportunities for physical activity. Therefore our organization 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.
- Encourage and/or provide incentives for employees to take public transportation, bike, walk, etc.
- Provide staff with pedometers for 10,000 step challenge. Challenge will take place for 10 weeks two times per year.
- Provide bike rack at office to promote bike commuting.
- Provide staff with company bike to use for commuting to and from programming.
- Provide staff opportunities to get physical activity outdoors while gardening in one of our six gardens.



Mental Health Guidelines

Position Statement:

Collective Roots strives to promote health and wellness by being a champion for mental health.

As an organization that employs staff, has volunteers, and serves the community, we are committed to promote health and wellness by providing opportunities for mental health wellness.

Therefore our organization will:

- Collective Roots supports its employees to periodically work from home/coffee shop when the need arises.
- Collective Roots encourages its employees to bring their well-behaved dogs to work.
- Collective Roots supports its employees to take mental health days when needed.
- Collective Roots encourages staff to leave their workstations during lunches and breaks.

Tobacco Free Policy

Position Statement:

Collective Roots strives to promote health and wellness by creating a tobacco free environment.

As an organization that employs staff, has volunteers, and serves the community, we are committed to promote health and wellness.

Therefore our organization will:

- Collective Roots promotes a tobacco free workplace. Tobacco products (cigarettes, cigars, chewing tobacco, hookahs, etc.) are not allowed in and around Collective Roots work sites (the main office, the Center for Urban Agriculture, any school or community garden), etc.



Eco-Friendly Policy

Position Statement:

Collective Roots strives to promote health and wellness by being a role model for promoting eco-friendly operations and environment.

As an organization that employs staff, has volunteers, and hosts community events, we are committed to providing wellness and environmentally friendly practices by implementing eco-friendly practices. Therefore our organization will:

- Promote and support modes of transportation that reduce emissions (e.g. bicycling, public transit, electric and low-emissions vehicles, etc.)
- Recycle paper and other materials used in the course of organization work and at events.
- Provide reusable cups, plates and silverware in our break area.
- Use only organic, sustainable and permaculture inspired methods in our gardens
- Practice integrated pest management
- Not use inorganic pesticides or herbicides
- Promote composting of organic materials