## FOOD AND BEVERAGE POLICY

[Organization Name] encourages the appropriate, responsible, and respectful use of the lunchroom by the employees during breaks and lunchtimes. The purpose of this policy is to ensure that employees utilize the lunchroom and other company kitchen appliances provided in an appropriate manner, and remain diligent in keeping a clean and hygienic environment.

SCOPE

This policy applies to all employees of [Organization Name].

POLICY

[Organization Name] prohibits employees from bringing or consuming food or beverages on the shop floor. Despite their benefits, food and beverages can cause issues at work. Employees who eat and drink on the shop floor might:

* Lose focus on their work
* Distract coworkers
* Cause safety hazards and sanitation problems

All food and beverages must be consumed within the lunchroom, according to the guidelines outlined below.

Use of Lunchroom

* Employees may only eat and drink within the lunchroom during designated breaks, lunch, and off-work times.
* Employees are free to use the lunchroom and the outdoor picnic table during designated breaks, lunch and off-work times.
* Employees are allowed to store their food inside the fridge; all old food items are to be disposed of on a weekly basis.
* For left over food and garbage, a separate garbage bin marked FOOD is to be used.
* Employees are expected to keep the fridge and the microwave clean, and the lunchroom clean and sanitized.
* Employees are expected to wipe and clean up the outdoor picnic table after use.
* No dishes must be left on the sink.
* [Organization Name] retains the right to monitor staff members for eating and drinking during working hours.

Breaches of this Policy

Breaches of this policy may lead to disciplinary action, up to and including termination of employment.