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## LIGHT REFRESHMENTS/HEALTHY OPTIONS POLICY

**Policy Number:** 7.5  
**Effective Date:** July 1, 2014 (rev 12/2014)  
**Authorizing Source:** State Administrative & Accounting Manual (SAAM) and Governor's Executive Order No. 13-06  
**Application:** Applies to all employees of the **Washington Traffic Safety Commission.**

**Approved by:** \_\_\_\_\_ Date: December 19, 2014

DARRIN T. GRONDEL  
Director 

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**Purpose – To establish guidelines in accordance with Governor's Executive Order 13-06 for providing light refreshments for meetings organized and/or sponsored by Washington Traffic Safety Commission (WTSC) employees.**

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### Policy Statement

In order for WTSC to pay for light refreshments at meetings, the expense must meet the conditions for approval listed below. For internal meetings, the expense must be approved by the Deputy Director, Finance Director, Research Director, or Legislative and Media Relations Manager prior to the meeting. For purposes of this policy, a meeting refers to any agency-sponsored meeting, conference, convention, training session, or recognition.

WTSC supports efforts to create a healthy workplace for employees and guests. In support of that goal, this policy ensures that food and beverages the WTSC offers or serves meet the [Healthy Nutrition Guidelines](#) defined by the Washington State Department of Health. The WTSC will ensure access to [healthy-choice options](#) when the purchase of light refreshments has been approved. Any food or beverage purchase must meet the defined nutrition guidelines in accordance with Executive Order [13-06](#).

The WTSC Health and Wellness Committee is responsible to coordinate any updates to or the rescission of this policy or its associated procedure(s) with the Human Resource Consultant in the Director's Office. The WTSC Director has full authority to review and approve this policy and any associated procedure. The WTSC Director also has the authority to delegate this responsibility.

### Definitions

**Light Refreshments** -- Light refreshments include coffee and non-alcoholic beverages, and edible items such as fruit, vegetables, cheese, or nuts that may be served between meals.

**Internal Meetings** -- Meetings that include WTSC employees only, regardless of location.

**External Meetings** -- Meetings that include non-WTSC employees, regardless of location.

**Routine Meetings** -- Recurring meetings that take place more than four (4) times per year, regardless of location.

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## Conditions for Approval

The following conditions apply to **internal meetings** with WTSC employees only, regardless of location, and must be met for the agency to pay for light refreshments:

- The purpose of the meeting must be to conduct official state business, to provide formal training that benefits the state, or to recognize agency or employee accomplishments.
- The light refreshments are an integral part of the meeting or training session.
- Approval by the Deputy Director, Finance Director, Research Director, or Legislative and Media Relations Manager must be obtained prior to the meeting.
- With the exception of recognition events, the meeting must be three (3) hours or more in length.

The following conditions apply to **external meetings** and must be met for the agency to pay for light refreshments:

- The purpose of the meeting must be to conduct official business in relation to a WTSC-approved traffic safety project, provide formal training and benefits that traffic safety, or to recognize outstanding efforts in traffic safety.
- The light refreshments are an integral part of the meeting or training session.
- Approval by the WTSC Program Manager must be obtained prior to the meeting.
- With the exception of an annual recognition event, the meeting must be three (3) hours or more in length.

Exceptions to the conditions above must be approved by the Director or Deputy Director prior to the meeting.

Expenditures for light refreshments are not authorized for:

- Normal daily business of employees or officials.
- Routine functions such as staff meetings or management meetings.
- Anniversaries of agencies.
- Individual employment anniversaries.
- Receptions for new, existing, or retiring employees or officials.
- Election celebrations.

Replaces section in Administrative Policy 6.2 relating to light refreshments.