



**Agreement between NFPE, 1998 and  
The Western Passport Center**

**Food and Drink Policy**

**June 15, 2016**

**This proposed Food and Drink Policy is subject to the provisions of the Master Agreement, specifically Article 6, Section 23 and Article 12, Section 16f(ii).**

This Food and Drink Policy shall apply to food and beverage storage and consumption, within the WPC work area. This policy is vital in helping to prevent problems such as pests (roaches, rodents, etc.) in the work area, damage to public documents and electronic equipment, unsanitary conditions and the accumulation of waste. In accordance with Article 6, Section 23, a lunchroom/break room has been provided for WPC employees. The lunchroom/break room or other designated break areas must be used for the storage and/or consumption of the following types of foods:

- Food and/or meals requiring the use of utensils; (exception for allowable snacks listed under Work Areas)
- Messy food (e.g., barbeque wings, spaghetti, pizza);
- Smelly food (e.g., fish, hard boiled eggs). For the comfort of employees and visitors, foods that produce strong smells should not be consumed or disposed of in the work area.

In consideration of your co-workers, please ensure you have cleaned up your workspace of all food items by the end of your shift.

**Work Areas:** Prepackaged items and/or small/bite-size snacks may be consumed at the employee's workstation. Prepackaged items are defined as packaged or wrapped food items that do not require utensils (e.g., candies, nuts, cookies, seeds, chips, popcorn). Small bite-size snacks are items such as fruits, sandwiches, donuts, cake, and yogurt. Eating and drinking should not occur near or directly above passport applications, public documents and/or electronic equipment (e.g., computers, keyboards, printers, fax machines, scanners, etc.).

**Beverages:** Only non-alcoholic beverages may be brought into the facility. Beverages consumed at an employee workstation must have a secure cap or lid, no open containers are permitted. Beverages (e.g. cases of water, soda etc.) must be stored in the employee's cabinet.

**Public Counter and Outreach:** Employees must maintain a professional appearance when assisting customers. Food and/or beverages should not be consumed during direct interaction with customers at the public counter or at outreach events. However, mints, cough drops and non-alcoholic drinks, if bottled or stored in a container with a secure lid, are permissible for use when not in contact with the public.

**Community Food:** Employees may place community food on the counter or a cart near the front office. All food must be properly disposed of by the employee(s) who brought it in at the end of their respective shift. Team snacks may be coordinated with your Supervisor.

*For Management:*

Mark [Signature] 6/15/16  
Carol L. Aguilar 6/15/16

*For the Union:*

Patricia Spencer 6/15/16  
K-3 6/15/2016