



MAYOR'S HEALTH & FITNESS COUNCIL  
*To make Austin the healthiest, fittest city in the US.*

## MHFC Workplace Partner Certification – Supporting Documentation Checklist

Items within the MHFC Workplace Partnership Certification application that have an (\*) ahead of the question must have documentation to show how the metric is accomplished. Examples of supporting documentation include: policy, excerpt from employee manual, formal correspondence (email), new employee orientation excerpts, photos, etc. Items can be submitted as PDF, Word, JPEG, etc. or as a shared drive (i.e. Google Drive, Drop Box).

Submit all documentation files or shared drive to: [info@mhfaustin.org](mailto:info@mhfaustin.org)

Technical assistance for MHFC Workplace Partner Certification (e.g. policy templates, policy implementation or assistance with completing the MHFC Partner Certification application) is provided by **Austin Public Health**.

| <b>Section: Tobacco-Free Living</b>   | Submitted                |
|---|--------------------------|
| 1) Tobacco-free worksite policy   | <input type="checkbox"/> |
| 2) Tobacco-free worksite policy signage   | <input type="checkbox"/> |
| 3) Tobacco-free policy that includes company-owned or company-leased vehicles regardless of their location                                | <input type="checkbox"/> |
| <b>Section: Nutrition</b>   |                          |
| 4) Policy or formal communication that makes healthier food and beverage choices available in cafeterias, snack bars, or vending machines | <input type="checkbox"/> |