# **H****ealth@work.hk** **Project 2013**

# **Year Plan**

POLICY

This is to put health on the agenda of policy makers of the Company. Health policy directs them to be aware of the health consequences of their decisions and to accept the company’s responsibilities for employee’s health.

Having Health Policy included in the Company’s policy ensure that agreed action plans are to be implemented in all sectors and at all levels of the Company.

BUILDING POLICY & SETTING UP WELLNESS COMMITTEE:

1. Company’s management to include “Healthy Workplace Policy” as part of the Company’s policy.
2. To set up a Company’s Wellness Committee (WC). WC has crucial role to:
* serve as a bridge between the company and Health@Work Case Manager, as well as other health service providers;
* discuss and formulate the Health@Work Year Plan with the Health@Work Case Manager. The Plan is individualised for the Company’s needs;
* implement and commit review the agreed Year Plan;
* to arrange internal WC meeting and report progress of Health@work.hk Project to Company’s management to gain attention and seek required support throughout the project; and
* perform evaluation with Health@Work Case Manager.
1. To spare budget/ resources for Healthy Policy.

## **Module I – Healthy Eating @Work**

Identify healthy eating GOALS & INTERVENTIONS

Specific goal(s) could be set under the Company’s Health Policy. It facilitates the formulations of corresponding action plans and implementation. Base on data collected from the Staffs Health Day and analysis results by Department of Health, now you should be able to identify the need for creating a Healthy Eating environment in your workplace. WC could then decide whether to adapt the action plan suggested by Department of Health and commit to this module (as a part of the action plan).

The main target of this module is to create a Healthy Eating environment – this is to make a healthier food choice an easier option for staffs in workplace. Here we propose some common Healthy Eating goals as listed in table below. Select any of the suggested goals which to meet the health needs of your Company, then you can follow direction to *go to* its corresponding pages for detailed intervention ideas. We focus on environmental modifications, which are believed to lead to a sustainable healthy change of behaviour. Yet, personal behavioural modification is also important and should be considered in action planning too.

Participating companies are welcome to draft their very own Healthy eating goal to meet their individual needs. Please feel free to contact your Health@Work Case Manager for professional advice and further discussion.

|  |
| --- |
| **Select your Healthy Eating Goals by ticking the boxes and****go to the responding pages to select interventions** |

Healthy Eating Goals go *to …… page*

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# Increase Fruits intake in Workplace

Environmental changes are very important in sustaining healthy eating.

**Make at Least One**

**Environmental Change!**

ENVIRONMENTAL

Pantry:

* Provide fruit-cutting utensil in pantry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Post reminding posters/health tips to remind increase fruits intake

Office:

* Free fruits distribution, to be sponsored by Company

Target frequency: \_\_\_\_ times a month

* Set-up fruit order club: to gain better bargain by mass ordering and free delivery

Target frequency: \_\_\_\_ times a month. (e.g. every Monday delivery)

* To Launch “Fruit honouring system” – fruits for staffs to pay at a lower price with sponsorship by company
* Organise themed Fruit-eating-event, and make it a repeating event to help habit building. Suggestions are:
	+ “Fruit Day” (e.g.: Fruit Wednesday) – to spare \_\_\_\_ minutes for fruit eating during working hours
	+ “Colourful fruit day” – name a particular fruit and encourage staffs to wear its colour on the day, to promote fruit eating
* Serve fruits in staffs’ birthday party
* Send Fruit hampers as gifts in business, instead to giving chocolate and other high fat/ high sugar foods
* Post reminding posters/health tips to remind
* Display relevant pamphlets for staff’s reference

Canteen:

* To offer fruits in staff canteen/ staff meals
* Evaluate current meals and fruit offer
* Post reminding posters/health tips to educate

Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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PERSONAL:

* Organise on-site healthy eating programme / talk / workshop relating to increasing fruit intake / healthy eating every \_\_\_\_ months
* Dissimilate relevant online resources provided by DH on monthly basis
* Introduce websites with healthy eating information/materials, e.g. [www.cheu.gov.hk](http://www.cheu.gov.hk), <http://www.healthatwork.gov.hk>
* Provide a corner for relevant information in the corporate newsletter
* Purchase and place healthy eating magazine for staff

Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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# Increase Vegetables intake in Workplace

Environmental changes are very important in sustaining healthy eating.

**Make at Least One**

**Environmental Change!**

ENVIRONMENTAL

Pantry/Office:

* Post reminding posters/health tips to remind increase vegetables intake:
	+ 2+3 – portion size of vegetables
* Organise themed Vegetable-eating-event, and make it a repeating event to help habit building. Suggestions are:
	+ “Veggie/Green Monday” to encourage vegetables intake
* Display relevant pamphlets for staff’s reference

Canteen:

* Evaluate current means and vegetables choice available
* To offer vegetables in staff canteen/ staff meals
* To make vegetables become a compulsory component in main meal dishes
* Encourage canteen to enrol EatSmart@Restaurant campaign
* Provide healthy cooking training to chefs and cooking staffs

Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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PERSONAL:

* Provide resources produced by EatSmart Restaurant website
	+ Recipes / trainings / Cooksmart magazine
* Organise on-site healthy eating programme / talk / workshop relating to increasing vegetable intake / healthy eating every \_\_\_\_ months
* Dissimilate relevant online resources provided by DH on monthly basis
* Introduce websites with healthy eating information/materials, e.g. [www.cheu.gov.hk](http://www.cheu.gov.hk), <http://www.healthatwork.gov.hk>
* Provide a corner for relevant information in the corporate newsletter
* Purchase and place healthy eating magazine for staff

Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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# doggie4.pngReduce Sugary drinks in workplace

Environmental changes are very important in sustaining healthy eating.

**Make at Least One**

**Environmental Change!**

ENVIRONMENTAL

Pantry/ canteen:

* Post reminding posters/health tips to discourage high sugary drinks
* Display relevant pamphlets for staff’s reference
* To reduce availability of drinks which are considered to be high in sugar
	+ Condensed milk / sugar / syrup / honey
	+ Limit high sugar drinks choice from vending machine
* To increase accessibility of healthier drinks at work
	+ Ensure good supply of fresh drinking water / Easy access to water machine
	+ Provide low-sugar alternatives, low-sugar version of products
	+ Provide sweeteners at coffee / tea corners
	+ Use small individual pack of sugar instead of whole tub of sugar for liberty use
* Offer non-sugary or low sugary drinks, low-calorie drinks in company meetings and events
* Offer water or tea for guests and staffs

Other ideas:

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PERSONAL:

* Organise on-site healthy eating programme / talk / workshop relating to 3-less & 1-high healthy eating principle every \_\_\_\_ months
* Dissimilate relevant online resources provided by DH on monthly basis
* Introduce websites with healthy eating information/materials, e.g. [www.cheu.gov.hk](http://www.cheu.gov.hk), <http://www.healthatwork.gov.hk>
* Provide a corner for relevant information in the corporate newsletter
* Purchase and place healthy eating magazine for staff

Other ideas:

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# doggie4.pngWater-drinking at work

Environmental changes are very important in sustaining healthy eating.

**Make at Least One**

**Environmental Change!**

ENVIRONMENTAL

Pantry/ Office:

* Post reminding posters/health tips to remind water drinking
* To increase accessibility of healthier drinks at work
	+ Ensure good supply of fresh drinking water / Easy access to water machine
	+ Provide low-sugar alternatives, low-sugar version of products
* Regular provide water to staffs at working desk during working hours (may need support by pantry staffs)
* Ensure fresh water (hot/ cold) supply available at all times
	+ Consider pantry opening hours
	+ Location of water machine
	+ Water-bottle are full all times

Canteen:

* To offer free drinking water at canteen

Other ideas:

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PERSONAL:

* Organise on-site healthy eating programme / talk / workshop relating to healthy eating every \_\_\_\_ months
* Dissimilate relevant online resources provided by DH on monthly basis
* Provide a corner for relevant information in the corporate newsletter

Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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# doggie4.pngHealthy Lunch-time at Work

Environmental changes are very important in sustaining healthy eating.

**Make at Least One**

**Environmental Change!**

ENVIRONMENTAL

Pantry:

* Post reminding posters/health tips to remind healthy eating
* Display pamphlets on healthy eating
* Provide facilities e.g. steamers, boiler, microwave oven for low-fat cooking/ reheat
* Sufficient refrigerators for all staffs
* Provision of clean common area for staffs who bring packed lunch

Office:

* Organise themed healthy eating lunch, (could apply to canteen and packed lunch; incentive such as $5 coupon on joining the event or free fruits as gift) e.g.:
	+ “Veggie Monday” – encourage staffs to increase vegetables intake
	+ “Eat Smart Monday” - encourage staffs to eat healthy lunch (less oil, less salt, less meat and more vegetable)
	+ “Steamed gourmet Tuesday” – suggest steamed cuisine and recipes for staffs to enjoy steamed/ low-fat cooking
* Create a “Healthy Openrice” notice-board corner to encourage staff sharing of healthy tasty foods/restaurants

Canteen:

* Evaluate current menu – spot out 3-high dishes and suggest to replace those with healthier dishes
* Serve sauce separate to encourage less salt/fat/sugar intake
* Offer small portion dishes with special discounts (e.g. less rice save $2)
* Increase healthy choice (e.g. 3-less dishes, vegetable dishes, ESR recipes)
* To offer fruits in staff canteen/ staff meals
* Evaluate current means and fruit offer
* Provide low-sodium condiments (e.g. pepper, chilli powder) to replace high-sodium condiments (e.g. soy sauce, salt)
* Provide low-fat milk in tea/ coffee
* Provide low-calorie sweeteners for hot drinks
* Enrol EatSmart Restaurant campaign

Other ideas:

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PERSONAL:

* Organise on-site healthy eating programme / talk / workshop relating to Healthy Eating Principle every \_\_\_\_ months
* Dissimilate relevant online resources provided by DH on monthly basis
* Introduce websites with healthy eating information/materials, e.g. [www.cheu.gov.hk](http://www.cheu.gov.hk), <http://www.healthatwork.gov.hk>
* Provide a corner for relevant information in the corporate newsletter
* Organise cooking demonstration / classes for staffs
* Provide a corner for relevant information in the corporate newsletter
* Purchase and place healthy eating magazine for staff
* Provide resources produced by EatSmart Restaurant website
	+ Recipes / trainings / Cooksmart magazine

Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Healthy snacks at Work

ENVIRONMENTAL

Environmental changes are very important in sustaining healthy eating.

**Make at Least One**

**Environmental Change!**

Pantry/ Office:

* To provide healthier choice at pantry/ vending machines:
	+ Nuts (no added salt and no added sugar, non-fried)
	+ Dried fruits (no added sugar)
	+ Sugar-free chewing gum
	+ Low calories drinks e.g. diet soft drinks, tea
	+ Low fat yogurt
	+ Low sugar dark chocolate
	+ Plain tea biscuit
	+ Freeze dried fruit crisps
	+ in small individual pack/ appropriate portion size information
* Launching a Sugary/Chocolate/Soft Drink/Crisps & Chips Free Week
* For on-site vending machine, to subsidy healthier choice
* Make the vending machine farer and less easy to access to
* Post healthier information to remind staffs avoid 3-high snacks

Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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PERSONAL:

* Organise on-site healthy eating programme / talk / workshop relating to healthy eating / nutritional labels every \_\_\_\_ months
* Educate staffs to use the Snack Nutritional Classification Wizard (app by DH)
* Dissimilate relevant online resources provided by DH on monthly basis
* Introduce websites with healthy eating information/materials, e.g. [www.cheu.gov.hk](http://www.cheu.gov.hk), <http://www.healthatwork.gov.hk>
* Provide a corner for relevant information in the corporate newsletter
* Purchase and place healthy eating magazine for staff

Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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# Prevent Obesity in Workplace

Environmental changes are very important in sustaining healthy eating.

**Make at Least One**

**Environmental Change!**

ENVIRONMENTAL

Pantry/ Office:

* To reduce availability of drinks which are considered to be high sugar/ fat
	+ Condensed milk / sugar / syrup / honey
	+ Limit high sugar drinks choice from vending machine
* To post poster to avoid high energy foods/ drinks
* To post calorie information to warn over-consumption

Canteen:

* Provide calorie information for each menu choice
* To provide low calorie menu and drinks

Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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PERSONAL:

* Organise on-site healthy eating programme / talk / workshop relating to healthy eating / healthy weight / nutritional labels every \_\_\_\_ months
* Educate staffs to use the Snack Nutritional Classification Wizard (app by DH)
* Dissimilate relevant online resources provided by DH on monthly basis
* Introduce websites with healthy eating information/materials, e.g. [www.cheu.gov.hk](http://www.cheu.gov.hk), <http://www.healthatwork.gov.hk>
* Provide a corner for relevant information in the corporate newsletter
* Purchase and place healthy eating magazine for staff.

Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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# doggie4.pngTo get everyone involved

Environmental changes are very important in sustaining healthy eating.

**Make at Least One**

**Environmental Change!**

ENVIRONMENTAL

Pantry/ Office:

* To comply the Healthy eating policy even in events such as annual dinner, celebrations, gathering, socials. Choose healthy dishes (more vegetable less meat, 3 less 1 high) at company events
* Offer healthy drinks, snacks (cereals, dried fruit) at all company events
* Encourage to consider healthy food choice when arranging client’s dinners or any other gatherings which sponsored by company
* Giving gifts which could promote healthy eating when appropriate e.g.
	+ choose health eating related products (e.g. steamer, healthy eating cookbook, healthy food store/ restaurant coupons, etc.) as lucky draw gift in annual dinner; or
	+ choose premium fruit baskets rather than chocolate box when choosing gifts for clients and internal staffs
* Invite staffs in all levels to participate – including senior/middle management as role models
* Announce the Healthy Eating Policy and activities to all staffs at all levels
* Arrange a recognition scheme / staff nomination scheme with award/ incentive for those having good progress in adopting a healthier eating habits by: gift / prize / recognition / announcement
* Collect activity ideas from staffs, through: survey / suggestion box
* Launching of staff slogan competition on healthy eating with gift / prize / recognition / announcement
* Monitor staff absentee, turn-over rate, number of staff participation in activities, frequency of healthy eating, job performance progress & satisfaction, etc. to monitor the progress of the project

Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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PERSONAL:

* Organise on-site healthy eating programme / talk / workshop relating to healthy eating every \_\_\_\_ months
* Dissimilate relevant online resources provided by DH on monthly basis
* Introduce websites with healthy eating information/materials, e.g. [www.cheu.gov.hk](http://www.cheu.gov.hk), <http://www.healthatwork.gov.hk>
* Provide a corner for healthy eating information in the corporate newsletter
* Purchase and place healthy eating magazine for staff
* Provide resources produced by EatSmart Restaurant website
	+ Recipes / trainings / Cooksmart magazine

Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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# doggie4.pngOther: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Environmental changes are very important in sustaining healthy eating.

**Make at Least One**

**Environmental Change!**

ENVIRONMENTAL

Pantry/ Office:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Canteen:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSONAL:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_