



**Second Harvest Community Food Bank**  
**Standards of Conduct Policy**  
**Policy Date: August 2018**

**POLICY STATEMENT**

Second Harvest Community Food Bank requires our Board of Directors, employees and volunteers to observe the highest standards of conduct. Each has an obligation to observe and follow Second Harvest policies and to maintain proper standards of conduct at all times. We are committed to a policy that upholds the mission, vision and values of Second Harvest Community Food Bank.

While this list is not all-inclusive, any of the following may result in disciplinary action, up to and including discharge:

- violation of Second Harvest policies or safety rules;
- insubordination;
- unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in Second Harvest activities or in Second Harvest vehicles;
- unauthorized possession, use or sale of weapons, firearms or explosives on work premises;
- theft or dishonesty;
- intimidating or threatening behavior including, but not limited to, verbal or physical acts of aggression
- harassment or creating a hostile work environment

**REPORTING PROCEDURES**

Should you suspect a violation of the standards of conduct you have the responsibility to report the violation to the appropriate parties at Second Harvest. In most cases, for employees your supervisor is in the best position to address your concern. However, if you are not comfortable speaking with your supervisor you may speak with the Chief Executive Officer, Chief Operating Officer, or the Chief Development Officer. Nonemployees can also speak with the Chief Executive Officer, Chief Operating Officer, or the Chief Development Officer.

Concerns may also be reported anonymously through the confidential online reporting tool at <https://www.shcfb.org/who-we-are/ethics-point.html>.

The individual filing the complaint is not required to provide his/her personal information. All information is kept confidential, while still allowing Second Harvest to investigate and respond. All complaints that reference specific unethical behavior with sufficient information will be fully investigated.

**NO RETALIATION**

Second Harvest Community Food Bank does not tolerate retaliation against anyone who reports an actual or suspected violation of laws, regulations or other misconduct. Individuals are not to intimidate or retaliate against another individual making a good-faith report. Individuals are also not to urge others to retaliate against anyone.

Second Harvest takes claims of retaliation seriously. If you suspect that you or someone you know has been retaliated against, you can follow the same reporting procedures.