



## **POLICY STATEMENT**

At Second Harvest we must uphold the public trust and act in an ethical manner. Our commitment to the highest level of ethics is demonstrated by our core values of respect, accountability, partnerships, responsiveness, commitment, integrity, and perseverance.

The Second Harvest Code of Ethics helps us carry out our daily activities within appropriate ethical and legal standards. The Code also includes references to policies, laws and regulations that help us make sound workplace decisions. This Code applies to all employees, Board of Directors, volunteers, agents, contract workers, consultants, customers, vendors, and visitors.

## **Provisions of the Code of Ethics**

All individuals covered by this policy are expected to:

- Conduct all Second Harvest business in a highly ethical manner and in accordance with applicable laws, rules and regulations;
- Perform all duties with honesty and integrity;
- Not obtain any improper personal benefit because of their employment or association with Second Harvest;
- Not destroy or alter information or documents prepared in anticipation of, or in response to, a request for documents by any government agency or court of competent jurisdiction;
- Exercise independent judgment free from any improper outside influence and not engage in any practice intended to unlawfully obtain favorable treatment from any government entity, vendor, or any other party in a position to provide such services;
- Ensure that contributions are used in accordance with donors' intentions;
- Only distribute products that are safe to consume as our food and product donors donate all products in good faith;
- Treat all people with respect and dignity without regard to race, creed, religion, physical appearance, gender, color, national origin, age, disability or other protected status;
- Promptly report any improper discriminatory behavior, sexual harassment, illegal activities or other violations of this Code.
- Maintain and not use Second Harvest's confidential or proprietary information for their personal benefit or the benefit of any other person or entity during or after being employed by Second Harvest;
- Comply with all Second Harvest policies governing the workplace.

Violations of the Code of Ethics will not be tolerated. Conduct violations, depending on the severity, may subject the employee and others to disciplinary action up to and including discharge, or other relationship, as well as the possibility of referral for possible criminal or civil action.

**Second Harvest Community Food Bank**  
**Code of Ethics Policy**  
**Policy Date: July 2012**

**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. Non-employees 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 [www.secondharvest.ethicspoint.com](http://www.secondharvest.ethicspoint.com).

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.