



Second Harvest Community Food Bank
Whistleblower 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 ethical and moral conduct. This policy aims to provide an opportunity for board members, employees, volunteers, partner agencies, and community members to raise concerns without the threat of reprisals or victimization for whistleblowing in good faith.

The whistleblower policy is intended to cover concerns that could have an impact on Second Harvest Community Food Bank, such actions that:

- May lead to incorrect financial reporting;
- Are unlawful;
- Are not in line with organization policy, including the Code of Ethics;
- Or otherwise amount to serious improper conduct.

We are committed to a policy that upholds the mission, vision and values of Second Harvest Community Food Bank.

REPORTING PROCEDURES

Should you suspect fraud, abuse or misuse of Second Harvest resources and/or assets or other misconduct 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 <https://www.ourcommunityfoodbank.org/ethics-point/>.

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 are forwarded to the Chair of the Second Harvest Board of Directors, Chief Executive Officer and the Chief Operating Officer. 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.