



EDMONDS FOOD BANK

Workplace Violence

Edmonds Food Bank has zero tolerance for any acts or threats of violence made by any employee against another employee's life, health, well-being, family, or property. All acts or threats of violence, whether made directly or indirectly, by words, gestures, or symbols, infringe upon the rights or obligations of the company to provide a safe work environment for our employees. Any person violating this policy will be subject to appropriate disciplinary action, up to and including termination.

EFB will use all available resources, including law enforcement, to prevent threats of violence or report actual violence. Follow through will be timely and decisive regarding appropriate actions. Violators may endure consequences from law enforcement and judicial authorities as well as disciplinary action.

As an additional measure of safety, no firearms or weapons of any kind are permitted on Edmonds Food Bank property, or in EFB vehicles.

Workplace Harassment Policy

EFB is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All staff is expected to work in a manner that prevents sexual harassment in the workplace as part of our commitment to a discrimination-free work environment. Sexual harassment is against the law and you have a legal right to a workplace free from sexual harassment and you are urged to report sexual harassment by filing a complaint with the Executive Director or Board Chair. You can also file a complaint with a government agency or in court under federal, state or local anti discrimination laws.

This policy applies to all staff, applicants for employment, interns, whether paid or unpaid, contractors, volunteers and persons conducting business, regardless of immigration status, with EFB. Sexual harassment will not be tolerated. Any individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. EFB will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Those within EFB who retaliate against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All individuals working or volunteering EFB who believe they have been subject to such retaliation should inform the Executive Director.

Whistleblower Protection Policy

Edmonds Food Bank requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Edmonds Food Bank, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility: This Whistleblower Policy is intended to encourage and enable employees and others to raise concerns internally so that Edmonds Food Bank can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of Edmonds Food Bank's code of ethics or suspected violations of law or regulations that govern Edmonds Food Bank's operations.

No Retaliation: It is contrary to the values of Edmonds Food Bank for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Edmonds Food Bank. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure: Edmonds Food Bank has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their team leader. If you are not comfortable speaking with your team leader or you are not satisfied with your team leader's response, you are encouraged to speak with Casey Davis, Executive Director, or the board chair. Team leaders and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Edmonds Food Bank's Executive Director, Board Chair and Board Compliance Officer, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their team leader or the Executive Director or the organization's Compliance Officer.

Compliance Officer: The Edmonds Food Bank's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Director and the Board of Directors of all complaints and their resolution and will report at least annually to the Chair of the Audit Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters: The Edmonds Food Banks Compliance Officer shall immediately notify the Audit Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith: Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations: The Edmonds Food Bank's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer: In all cases not related to the Executive Director, the Compliance Officer Position is held by the Executive Director. In all other cases the Compliance Officer Position is held by the Board Chair.