

CONNECTICUT FOOD BANK

PROBATION/SUSPENSION/TERMINATION POLICY

The membership extended by Connecticut Food Bank is for an indeterminate period of time, but can be suspended or terminated for certain violations or infractions of Connecticut Food Bank rules.

Violations

1. Exchanging donated food or other products for money, property, or services.
2. Removal of donated food or other products from an on-site program for private use.
3. Using donated food or other products in a manner that is not related to the tax-exempt purposes of Connecticut Food Bank. (Food is donated to the food bank with the intention that it be distributed to the needy. Therefore, Food Bank food may not, for instance, be served at fund-raising or similar events held by agencies.)
4. Delinquency in submitting monthly agency statistics by the 15th of the month.
5. Delinquency in reimbursement of shared-maintenance or membership fees.
6. Donated food or other products that are improperly stored, refrigerated, or transported.
7. Donated food or other products that are improperly stockpiled.
8. Member agency is in violation of any State or local statute, ordinance, code, or regulation.
9. Member agency otherwise violates the Basic Agreement between itself and Connecticut Food Bank.
10. Member agencies may also be suspended from the Buying Club if Buying Club purchases are not paid within 60 days.

Procedure

Violations can be discovered on annual site visits or from outside sources. Connecticut Food Bank staff will investigate all complaints or tips regarding agency conduct. An agency will be notified of the staff findings after the investigation has occurred either by mail or phone. If an infraction has occurred, the agency may be allowed time to correct the problem.

Suspension: A member agency may be suspended if found in violation of the above. The Member Services Coordinator, Member Services Director and/or the CEO and President have the authority to place an agency and/or their programs on suspension. Upon suspension, the agency/program loses all the rights and privileges of a member agency. An agency/program will need to notify Connecticut Food Bank when they have fixed the problem to determine if they may regain their active status.

Termination: An agency can have their membership terminated if the violation is serious enough. An agency will be notified immediately and all CFB products will be retrieved.

Disputes: If an agency feels they have been suspended or terminated unfairly, they can appeal that decision to the Programs Director.

AGENCY EXCHANGE RESTRICTION

_____ agrees not to sell, exchange, or barter food or other products received from Connecticut Food Bank for money, other properties or services in any way or under any circumstances. I understand that any instance of selling any product received from Connecticut Food Bank is grounds for immediate termination of this agency's participation.

Executive Director

Date

Agency Site Coordinator

Date

Connecticut Food Bank Staff

Date