

Probation and Suspension Policy

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 products in a manner that is not related to the exclusive purposes of the Food Bank.
- 4) Delinquent in reimbursement of shared-maintenance contributions.
- 5) Donated food or other products are improperly stored, refrigerated, or transported.
- 6) Donated food or other product is improperly stockpiled.
- 7) Member agency is in violation of any federal, state or local statute, ordinance, code or regulation.
- 8) Member agency otherwise violated the Basic Agreement between the Food Bank and itself.
- 9) Delinquent in submission of necessary reports.

Probation

A Member Agency may be placed on probation for a period not to exceed three (3) months if found to be in violation. Notification will be in writing. On notification by the Agency Services Staff or other reliable source, the Chief Executive Officer has the authority to place member agencies on probation. In any event, the Agency Services Department and Chief Executive Officer shall be informed when a Member Agency is placed on probation. The Member Agency may appeal its probationary status to the Board of Directors by delivering such appeal, in writing, to the Programs Director or Chief Executive Officer. An appeal will not postpone the effects of suspension or probation.

The purpose of the probationary period is to place a Member Agency on notice that it must bring its program into compliance or it will be suspended. During the probationary period, the Member Agency retains all rights and privileges, but may have limits placed on the quantity of food available from the Food Bank. If the violation is not corrected by the end of the probationary period, the Chief Executive Officer shall have the authority to extend the probationary period or to suspend the Member Agency. The Member Agency may appeal this decision as previously outlined. A Member Agency's probationary status terminates when one of the following occurs:

- 1) The Member Agency corrects the violation to the satisfaction of the Programs Director and/or Chief Executive Officer; or
- 2) The Member Agency is suspended.

Suspension

A Member Agency may be suspended, without first being placed on probation, if found in breach of violations 1, 2 or 3. Suspension for all other violations must be preceded by a probationary period for the violation in question. Repeat and multiple violations can also result in suspension. The Agency Services Department reports the violation(s) to the Chief Executive Officer who then may suspend the agency. A suspension shall not exceed two (2) years. Upon suspension, an agency loses all the rights and privileges of a Member Agency as well as its status as such. At the end of the suspension period, an agency may submit an application package and go through the steps to become a Member Agency of the Food Bank.