

Appendix A (1) Code of Conduct Form for Executive Director and Board Members



Board Member and Executive Director Code of Conduct

As leaders of NeighborGood, we strive to provide the best service and support to NeighborGood participants, and by reading and signing this code of conduct we will work together to always uphold our mission to provide supplemental groceries to individuals and families in need of food assistance in a manner that values diversity, dignity respect and integrity.

Dependability: I will be responsible for attending all scheduled board meetings and, if unable to attend, notify the Executive Director/and or fellow board members of my inability to attend the scheduled meeting so a quorum can be determined. If I miss more than three board meetings in a calendar year, the board may exercise the right, by vote, to remove me as a board member.

Confidentiality: I will not discuss or share any board business that is not intended for public communication outside of board meetings or discuss or share any Executive Director's, Board member's, employed staff's, volunteer's, or participant's personal information outside of NeighborGood.

Respect: I will respect my fellow board members, the Executive Director contractors, employed staff, volunteers and participants and not display any discriminatory behavior, harassment, or victimization of any kind with regards to race, color, religion, sex, national origin, disability, or age.

Stewardship: I will be a good steward of NeighborGood's property, equipment, and donations.

Safety: I will practice safe work routines while performing NeighborGood duties and raise any work-related safety concern, injury, or illness, without fear of retaliation.

I have read and understand NeighborGood's Board Member Code of Conduct and agree to follow these codes of behavior in all my NeighborGood activities.

Name Printed

Signature

Date: _____

Appendix A (2) Code of Conduct Form for Volunteer and Employed Staff



Volunteer and Employed Staff Code of Conduct

As volunteers and staff for NeighborGood, we shall strive to provide the best service and support to NeighborGood participants by always upholding our mission and vision to provide supplemental groceries to individuals and families in need of food assistance in a manner that values diversity, dignity, respect and integrity.

Dependability: I will be responsible to report for my scheduled shift on time and, if unable to attend, notify the Executive Director or the Operations Administrator of my inability to make the scheduled shift so other volunteer(s) or staff may be contacted to cover the shift. If I miss, without appropriate notice, more than 2 shifts in a calendar year, I may be subject to review to be dropped from the active volunteer roster and schedule and/or employment.

Confidentiality: I will not discuss or share any NeighborGood's business that is not intended for public communication nor discuss or share any volunteer's, staff's, or participant's personal information outside of NeighborGood.

Respect: I will respect my fellow staff, volunteers, and participants, and not display any discriminatory behavior, harassment, or victimization of any kind with regards to race, color, religion, sex, national origin, disability or age.

Stewardship: I will be a good steward of NeighborGood property, equipment and donations.

Safety: I will practice safe work routines and raise any work related safety concerns, injury or illness, without fear of retaliation.

I have read and understand NeighborGood's Volunteer and Employed Staff Code of Conduct and agree to follow these codes of behavior in all my NeighborGood activities.

Name Printed

Signature

Date: _____