

Conflict of Interest Policy

The United Food Bank and Services of Plant City Inc. (UFB) Board expects of itself and its members ethical and businesslike conduct. Board members must offer uncompromised loyalty to the interests of the entire organization, superseding any conflicting loyalty such as that to family members, advocacy or interest groups, and other Boards or staffs of which they are members.

Board members must avoid any conflict of interest with respect to their fiduciary responsibility. There must be no self-dealing or conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.

Whistleblower Policy

If you as a Director, employee, volunteer or client observe any violations (potential or otherwise) of UFB policies, procedures, applicable law or ethics, please report such to the UFB Executive Director. If you are not comfortable speaking with the Executive Director, you should report your concerns to the Chair of the UFB Board of Directors. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

No Director, officer, employee, volunteer or client who in good faith reports a violation shall suffer harassment, retaliation or adverse consequences. This Whistleblower Policy is intended to encourage and enable directors, officers, employees, volunteers, and clients to raise serious concerns within the organization prior to seeking resolution outside the organization.

Violations (potential or otherwise) can be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Record Retention and Destruction Policy

The UFB abides by Florida Statute 496.418 with three years true and accurate records including:

- (1) Minutes of all meetings of its members and board of directors, a record of all actions taken by the members or board of directors without a meeting, and a record of all actions taken by a committee of the board of directors in place of the board of directors on behalf of the corporation.
- (2) Accurate accounting and financial records as required by the Internal Revenue Service and its own prescribed records retention requirements.
- (3) Copies of the following records:

- (a) UFB's articles of incorporation or restated articles of incorporation and all amendments to them currently in effect.
- (b) UFB's bylaws or restated bylaws and all amendments to them currently in effect.
- (c) Minutes of all members' meetings and records of all action taken by members without a meeting for the past 3 years.

Donor Privacy Policy

We explicitly do NOT sell, share or trade our donors' names or personal information with any other entity, nor send mailings to our donors on behalf of other organizations. As such, you are not required to "opt out". This policy applies to all information received by United Food Bank of Plant City, both online and offline, on our website, as well as any electronic, written, or oral communications.

To the extent any donations are processed through a third-party service provider, our donors' information will only be used for purposes necessary to process the donation. We reserve the right to change this Privacy Policy from time to time. When we do, we will note the last update at the top of this Privacy Policy.

ADD NEW PAGE FOR OUR WEBSITE CALLED TRANSPARENCY & ACCOUNTABILITY

To include:

Conflict of Interest Policy

Whistleblower Policy

Record Retention and Destruction Policy

Donor Privacy Policy

PDF of Past Three Years Audited Financials

PDF of Past Three Years IRS Form 990 with Director Notice prior to Filing