

# Food Bank of East Alabama

## Probation and Suspension Policy

### Introduction

Member agencies participate in the Food Bank Program as a privilege granted at the discretion of the Food Bank of East Alabama (hereafter referred to as FBEA). Prior to membership, the FBEA shall conduct an onsite visit of each agency as part of the approval process. When the agency's application for membership has been approved, the FBEA shall conduct periodic monitoring visits of the member agency to insure compliance with the Criteria for Participation in the Food Bank of East Alabama (hereinafter referred to as the Criteria). These visits will occur once during the first year and once every two years thereafter, although the FBEA has the right to monitor each member agency at any time and without notice.

### Probation

If FBEA is made to believe that a member agency has failed to comply with the Criteria, the agency may be placed on probation for a period of three (3) months. The decision to place a member agency on probation shall rest with the Executive Director of the FBEA or its Board of Directors. In the event probation is imposed, the FBEA will serve upon the member agency written notice of the probationary status and an explanation of the causes and effects of the action. The member agency may contest the imposition of probation by submitting its reasons in writing to the FBEA's Board of Directors. The Board of Directors will consider the member agency's submission at its next regularly scheduled Board Meeting.

The purpose for probation is to alert a member agency of possible non-compliance and provide it an opportunity to bring its program into compliance. During the probationary period, the member agency may continue to participate in the Food Bank Program in accordance with the same rules and conditions applicable to member agencies in good standing. At the end of the probationary period, the Executive Director shall review the member agency's situation and shall decide to (1) terminate probation, (2) extend the probationary period, or (3) proceed with suspension.

### Suspension

The FBEA may suspend a member agency from further participation in the Food Bank Program if (1) a member agency has completed a probationary period and has failed to satisfy the FBEA that its program is in compliance, (2) the FBEA is made to believe that the member agency has exchanged donated food or other FBEA products for money, property or services or for using donated food for private use, or (3) the FBEA concludes that it is in the best interest of the Food Bank Program that the member agency is suspended. The authority to suspend a member agency rests with the Executive Director of the FBEA or its Board of Directors. Immediately upon suspension, a member agency shall not participate in the Food Bank Program and forfeits all privileges it may have with the FBEA. An agency may contest the imposition of suspension by submitting in writing its reasons therefore to the Board of Directors of the FBEA. The Board of Directors will consider the agency's submission at its next regularly scheduled meeting.

### Acknowledgement

This is to acknowledge that I have read, understand and agree to the above Probation and Suspension Policy for the Food Bank of East Alabama.

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Name of Member Agency

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Agency Director's Signature

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Date