

# Food Bank of Alaska

## Statement of Values and Code of Ethics

*Approved by the Board of Directors 2/24/05*

### **Statement of Values**

- **Community Value.** We are committed to giving value to our community by providing quality food economically, efficiently and effectively.
- **Collaboration.** We form and maintain respectful and mutually beneficial connections between the food industry, the government, non-profit agencies, and Alaskan citizens in order to eliminate hunger. We actively encourage community involvement.
- **Advocacy.** We advocate on behalf of hungry men, women and children in Alaska to ensure that their needs are met and their voices are heard, and we support and encourage hungry individuals and our partner agencies to advocate for themselves. We engage in a continual process of educating our staff, our Board, our partners and our community about hunger in our state.
- **Service.** We strive to provide excellent service to hungry individuals, our partner agencies, our donors, and our community.
- **Diversity.** We seek a diversity of backgrounds, opinions and skills in our staff, Board, partners and volunteers, and we respect and value all contributions.
- **Empowerment.** Food Bank of Alaska (FBA) is a supportive and nurturing environment, where all people are encouraged to achieve their potential, where humor and humility are vital keys to success, and where initiative and creativity are embraced.
- **Accountability.** We hold our staff, Board, and volunteers accountable to our mission and to these values.

### **Code of Ethics**

#### **I. Mission Focus**

FBA is dedicated to eliminating hunger in Alaska by obtaining and distributing food to nonprofit agencies feeding hungry people and through anti-hunger leadership. All of FBA's programs support that mission and all who work for or on behalf of FBA understand and are committed to that mission and purpose. All staff, Board and volunteers understand and adhere to the policy that food donated to FBA is to be used only for the purposes of feeding hungry people.

#### **II. Personal and Professional Integrity**

All FBA's staff, Board members and volunteers act with honesty, integrity and openness in all their dealings as representatives of FBA. FBA promotes a working environment that values respect and integrity.

#### **III. Diversity and Inclusiveness**

Recognizing FBA serves a diverse group of stakeholders, FBA's policies and practices promote diversity and inclusiveness. FBA takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, and Board recruitment.

#### **IV. Effectiveness and Learning**

FBA recognizes that it is supported by the community and has a responsibility to ensure that our programs are effective. Accordingly, FBA tracks the pounds of food received and distributed as our primary measure of effectiveness and regularly reviews other measures of program effectiveness. FBA is also committed to active participation in America's Second Harvest – The Nation's Food Bank Network to ensure regular external program evaluation and a forum for learning best practices in food banking.

FBA seeks to create a learning environment, in which staff, volunteers and Board are encouraged to identify, report, and improve FBA's programs and operations so that FBA can better meet its mission. Learning takes place formally and informally, on small and large scales, throughout all levels of the organization. To facilitate a learning environment, FBA provides regular training for staff and Board and regular forums such as staff meetings and Board retreats at which opportunities for improvement can be identified.

#### **V. Governance**

FBA has an active Board of Directors that is responsible for setting FBA's mission and strategic direction and oversight of FBA's finances, operations, and policies. The Board of Directors:

- Ensures that its Board members have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of FBA and its mission;
- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means; and
- Is responsible for the hiring, firing, and regular review of the performance of the Executive Director, and ensures that the compensation of the Executive Director is reasonable and appropriate;
- Ensures that the Executive Director and appropriate staff provide the Board of Directors with timely and comprehensive information so that the Board of Directors can effectively carry out its duties;
- Ensures that FBA conducts all transactions and dealings with integrity and honesty;
- Ensures that FBA is fair and inclusive in its hiring and promotion policies and practices for all Board, staff and volunteer positions;
- Ensures that FBA's policies are in writing, clearly articulated and officially adopted;
- Ensures that FBA's resources are responsibly and prudently managed; and,
- Ensures that FBA has the capacity to carry out its programs effectively.

#### **VI. Legal Compliance**

FBA is knowledgeable of and complies with all laws, regulations and applicable international conventions.

#### **VII. Responsible Stewardship**

FBA manages its funds responsibly and prudently, including the following considerations:

- FBA spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- FBA spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- FBA compensates staff reasonably and appropriately;
- FBA has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- FBA does not accumulate operating funds excessively;
- FBA ensures that all spending practices and policies are reasonable and appropriate to fulfill its mission; and,
- All financial reports are accurate, complete and authorized by both the Executive Director and Director of Administration and Finance.

### **VIII. Openness and Disclosure**

FBA provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about FBA will fully and honestly reflect FBA's policies and practices. Basic informational data, such as the federal Form 990, reviews and compilations, and audited financial statements will be available to the public.

### **IX. Fundraising**

FBA is truthful in its fundraising and solicitation materials. FBA respects the privacy concerns of individual donors and expends funds consistent with donor intent. FBA discloses important and relevant information to potential donors.

In raising funds from the public, FBA will respect the rights of donors, as follows:

- To be informed of FBA's mission, the way the resources will be used and FBA's capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on the FBA's Board of Directors and to expect the Board to exercise prudent judgment in its stewardship responsibilities;
- To have access to FBA's most recent audited financial statements and current year's budget;
- To receive appropriate acknowledgement and recognition;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law;
- To expect that all relationships with individuals representing FBA will be professional in nature;
- To be informed whether those seeking donations are volunteers or employees of FBA;
- To have the opportunity for their names to be deleted from mailing lists that FBA may intend to share; and,
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.