



Probation/Termination Policy

The Houston Food Bank will conduct an on-site visit of each member Agency prior to membership or approval. Once approved, each member agency is monitored on or after its six-month anniversary, and again on or after its twelve-month anniversary. Following the first year, each member agency will be monitored annually; however, the Food Bank reserves the right to monitor any member agency more frequently and without prior notification.

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 food or other products in a manner that is not related to the exempt purposes of the member agency.
4. Falsifying information on Food Bank application or other Food Bank required document.
5. Delinquent reimbursement of shared maintenance contributions.
6. Donated food or other products are improperly stored, refrigerated or transported.
7. Donated food or other product is improperly stockpiled.
8. Member agency is in violation of any state, local, or federal statute, ordinance, code or regulation.
9. Member agency otherwise violated the Basic Agreement between itself and the Food Bank.
10. Agencies that do not order from the Houston Food Bank for 6 consecutive months will be considered to have voluntarily withdrawn membership

Probation: The purpose of the probationary period is to place a member agency on notice that it must bring its program into compliance with Food Bank guidelines. Notification of probation must be in writing. A member agency may be placed on probation for a period not to exceed three months if found to be in violation of items 5, 6, 7, 8 or 9. Agency Services department staff have the authority to place member agencies on probation. During the probationary period, the affected member agency will not be eligible to order product. The Director of Agency Services shall have the authority to extend the probationary period or to recommend termination of the member agency. A member agency may be reinstated when the Director of Agency Services has determined that the violation has been corrected.

Termination: A member agency may be terminated, without first being placed on probation, if found in violation of items 1, 2, 3 or 4. All other terminations must be preceded by a probationary period for the violation in question, or not less than three other probationary periods for not less than three offenses. Only the Executive Director or Agency Services Committee has the authority to terminate agency membership. Upon termination, an agency loses all the rights and privileges of Food Bank membership. Terminated agencies may re-apply for Food Bank membership after a period of not less than 24 months.

Appeals

Probation: The member agency may appeal its probationary status to the Executive Director, in writing. The Executive Director has 30 days to conduct an investigation and provide a written response to the appeal. The decision of the Executive Director is final.

Termination: The member agency may appeal its termination to the Agency Services Committee of the Board of Directors. The Committee has 60 days to review the request and provide a written response or request additional information from the agency. The Agency Services Committee may take an additional 60 days to consider new information. The Committee will render its decision in writing to the member agency's Director and Board President. The decision of the Committee is final.