



The Food Trust Code of Ethics



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Code of Ethics

I. Personal and Professional Integrity

All staff, board members and volunteers of the organization act with honesty, integrity and openness in all their dealings as representatives of The Food Trust. The Food Trust promotes a working environment that values respect, fairness and integrity.

II. Mission

The Food Trust has a clearly stated mission and purpose, approved by the board of directors, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of The Food Trust understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the organization and of value to the society at large. The mission of The Food Trust is to ensure that everyone has access to affordable, nutritious food.

III. Governance

The Food Trust has an active governing body that is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization. The governing body:

- Ensures that its board members or trustees 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 the organization and its public purpose;
- 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 governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- Ensures that the organization conducts all transactions and dealings with integrity and honesty;

- Ensures that the organization promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that the organization is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions without regard to the gender, race, ethnicity or religious status of the board, staff, or volunteer member;
- Ensures that policies of the organization are in writing, clearly articulated and officially adopted;
- Ensures that the resources of the organization are responsibly and prudently managed; and,
- Ensures that the organization has the capacity to carry out its programs effectively.

IV. Legal Compliance

The organization is knowledgeable of and complies with all laws and regulations.

V. Responsible Stewardship

The organization and its subsidiaries manage their funds responsibly and prudently. This should include the following considerations:

- The Food Trust spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- The organization compensates staff, and any others who may receive compensation, reasonably and appropriately;
- The Food Trust has reasonable fundraising costs, and recognizes the variety of factors that affect fundraising costs;
- The organization does not accumulate operating funds excessively;
- The Trust ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
- All financial reports are factually accurate and complete in all material respects.

VI. Openness and Disclosure

The Food Trust 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 The Food Trust will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as Form 990, reviews and compilations, and audited financial statements are posted on the organization's website or otherwise available to the public. All solicitation materials accurately represent the organizational policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational. And program reports will be complete and accurate in material respects.

VII. Program Evaluation

The organization regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The organization is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. The organization is responsive to changes in its field of activity and is responsive to the needs of its constituencies. The organization regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs.

VIII. Inclusiveness and Diversity

The Food Trust has a policy of promoting inclusiveness and its staff, board and volunteers reflect diversity in order to enrich its programmatic effectiveness. The organization takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

IX. Fundraising

The Food Trust raises funds from the public and from donor institutions and is truthful in its solicitation materials. The Food Trust respects the privacy concerns of individual donors and expend funds consistent with donor intent. The Food Trust discloses important and relevant information to potential donors.

The Food Trust respects the rights of its donors and when raising funds from the public will:

- Inform donors and the public when applicable, of its mission, the way the resources will be used and their capacity to use donations effectively for their intended purposes;
- Inform donors and the public when applicable, of the identity of those serving on the organization's governing board and to expect

- the board to exercise prudent judgment in its stewardship responsibilities;
- Provide information and when appropriate, reasonable access to the organization's most recent financial reports;
 - Ensure that designated donor gifts will be used for the purposes for which they were given;
 - Ensure that information about their donations is handled with respect and is treated in an appropriately confidential manner;
 - Ensure relationships with individuals representing organizations of interest to the donor will be professional in nature;
 - Provide information in regards to individuals or organizations seeking donations concerning whether employment status of those seeking the donations (i.e. volunteer, employee/paid staff member, or hired solicitor);
 - Provide the opportunity to donors to opt out of and/or have their names to be deleted from mailing lists that an organization may intend to share; and,
 - Provide an environment in which donors feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.¹