



## Consolidated Policy Statements

Atlanta Community Food Bank

### 03– Human Resources

**REVISION:** Initial

**EFFECTIVE DATE:** July 1, 2003

**Position “Guiding” this document’s use:** Human Resources Manager

**Authorized by:** Board of Directors

**Decision Making Classification or Chart of Approval Reference:** O-12

**PURPOSE (of this policy):** To aid in the recruitment and retention of the best-qualified and most highly motivated employees

**SCOPE:** All general use and development of current and future Human Resources (and Board and staff responsible for fulfilling those functions)

#### **POLICY STATEMENT**

##### **General Statement**

The Atlanta Community Food Bank values inclusiveness and confirms its continuing commitment to the principles of equal opportunities in employment, opportunities in partnering, and lobbying activities. It endeavors to ensure that all members of staff, partners, guests and applicants for employment or partnership are treated on the basis of their merits and abilities and that no one suffers discrimination or disadvantage. The Human Resource function provides procedures in a good-faith effort to deliver fairness, equity and consistency to all employees/applicants with regard to all areas of the employment relationship.

##### **Employment**

The Atlanta Community Food Bank is committed to filling every position with the best possible person based solely upon job related qualifications and potential.

The Atlanta Community Food Bank has been and will continue to be an equal opportunity employer. To assure full implementation of our employment policy, we take steps to ensure that:

- 1) Persons are recruited, hired, assigned, and promoted without regard to race, color, creed, sex, marital status, pregnancy, national origin, ancestry, age, religion, mental or physical disability, sexual orientation, or any other group protected by law.
- 2) All other Human Resources actions, such as compensation, benefits, layoffs/ recall from layoffs, access to training, and any recognition programs are administered without regard to race, color, creed, sex, marital status, pregnancy, national origin, ancestry, age, religion, mental or physical disability, sexual orientation, or any other group protected by law.
- 3) Employees and applicants are not be subjected to harassment, intimidation, threats coercion or discrimination because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review hearing or any other activity related to the administration of any federal, state or local law requiring equal opportunity; or (4) exercised any other right protected by federal, state, or local law requiring equal opportunity.

##### **Compensation and Benefits**



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### **Atlanta Community Food Bank**

The Atlanta Community Food Bank is committed to wage and salary procedures that assure competitive/systematic approaches to equitably reward each employee for their contribution to the mission. The benefit plans provide a competitive yet fiscally responsible level of coverage.

#### **HR Relations**

The Atlanta Community Food Bank greatly appreciates the dedication of its staff. As thanks for their commitment, it is our daily practice to treat employees with dignity and respect. The following extends ACFB's HR philosophy:

- 1) Competitive wages and benefits
- 2) Clean, pleasant and safe work environment
- 3) Fairness and equity in dealings

#### **Conflict**

The Atlanta Community Food Bank provides an effective and efficient means to deal with conflict. This work procedure is made available to all staff. Furthermore, employees are not subjected to harassment, intimidation, threats coercion or discrimination because they have accessed the conflict resolution system.

#### **Training**

Training serves as a means to communicate goals and expectations, transfer knowledge, and help employees develop skills. Every learning activity is purposefully tied to an organizational strategic goal, a situational leadership goal, or enhance the learner's ability to perform their duties. Furthermore, access to training is provided without regard to race, color, creed, sex, marital status, pregnancy, national origin, ancestry, age, religion, mental or physical disability, sexual orientation, or any other group protected by law.

#### **Diversity**

Diversity is managed by creating and maintaining a positive environment where the capabilities, differences and similarities of all members are recognized, understood, and valued. By managing this process all employees may fully participate in achieving their full potential and maximizing their contribution to the Food Bank, without advantaging anyone.

#### **Drug Free Work Place**

The Atlanta Community Food Bank has a strong commitment to its employees to provide a safe workplace and promote employee health. Consistent with the spirit and intent of this commitment, ACFB has established this policy regarding substance abuse.

While the ACFB has no intention of intruding into the private lives of its employees, we do expect employees to report for work in condition to perform their duties. We recognize that employees' off-the-job as well as employee on-the-job involvement with illegal drugs or alcohol can have an impact on the workplace, partners, guests and or fellow employees.

To that end, procedures are established which provide reasonable privacy to employees while providing the necessary protection to that employee, other staff, partners in community, and guests.

#### **Safety**

The Atlanta Community Food Bank endeavors to provide an environment as free as practical from recognized hazards that could cause harm or injury to its employees, partners, and guests.



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### **Smoking**

The ACFB acknowledges the hazards related with exposure to environmental tobacco smoke and is committed to providing a smoke-free environment for its employees and visitors. Consistent with the spirit and intent of this commitment, ACFB has established this policy regarding smoking. Tobacco smoking shall not be allowed inside any ACFB facility at any time by any employee, visitor, contractor, or other occupant. Exterior spaces designated for tobacco smoking will be at least 50 feet away from (a) building entrances & exits; (b) ventilation system intakes, and (c) pedestrian traffic corridors leading into and away from entrances/exits. Furthermore, it shall be every employee's responsibility to not infringe upon the right of others to a smoke-free environment while conducting ACFB business wherever that may be, including the use of company-owned vehicles.