



Policy name: Code of Conduct	
Policy owner: Chief Talent & Culture Officer	Effective: 1 October 2018
Version: 2.0	Last Reviewed: 29 March 2022

Scope:

This Code applies to all FH employees, formal partners, representatives, board members, consultants, volunteers, and anyone associated with the delivery of Food for the Hungry (FH) work (referred to as "personnel"). Personnel are required to abide by the Code.

Why a Code of Conduct?:

This Code of Conduct upholds the Heartbeat Values of the organization and sets the standard by which FH and its personnel operate. We live out our pursuit of acting justly, loving mercy, and walking humbly with the Lord (Micah 6:8) through our commitment to these ethical, legal, and moral standards.

The Code of Conduct:

FH is committed to:

1. Acting justly in all situations and treating all people with respect and dignity.
2. Ensuring that our personal and professional conduct is of the highest standards.
3. Prohibiting any form of sexual exploitation, harassment, discrimination, or abuse.
4. Protecting children and any other vulnerable individuals as described in the Safeguarding policy.
5. Seeking to protect the wellbeing and safety of ourselves, our teams, and the people we serve.
6. Walking humbly with the people we serve and are sensitive to local cultures, laws, customs, and traditions and uphold international human rights principles and FH standards.
7. Responsibly stewarding funds entrusted to our use, maintaining standards of honesty and integrity in financial accountability.
8. Acting transparently and honestly regarding any activities that may be a real or apparent conflict of interest in our work and personal lives as described in the Conflict of Interest policy.
9. Not taking advantage of a position of power to enter into any personal or professional relationship with a colleague, beneficiary, community member, or donor.
10. Never working while under the influence of alcohol or drug-related substances or behave in any way that could bring the organization into disrepute.

Consequences for Violation:

Adherence is an integral part of every employee's condition of continued employment or other personnel's continued engagement with FH.

Personnel have the responsibility to immediately (within 24 hours) report any actions that are inconsistent with this Code. Reports are to be made via direct reporting lines, Human Resources, or the reporting mechanism listed below. Failure to report Code violations may result in disciplinary actions up to termination or removal from position with FH.

Employees risk disciplinary action up to and including termination for violations of this Code of Conduct. Volunteers and other personnel may be dismissed from their engagement with FH.

Retaliation against the reporting of Code violations will not be tolerated and may result in further disciplinary action up to and including termination or dismissal from FH engagement. Intentional false reports of Code violations may also result in disciplinary actions up to termination or removal from position with FH.

Reporting Mechanism:

How to report: FH will accept complaints about violations to policies (such as Safeguarding Policy, Anti-Harassment Policy, Code of Conduct, Whistleblower, etc.,) made orally (telephone or in person) or in writing, and in any language.

- Confidential reports can be made via: **fh.ethicspoint.com**
- Confidential phone number: 1-844-989-0384 (US) other countries number see fh.ethicspoint.com
- Email: compliance@fh.org

Code of Conduct Acknowledgement

I have received a copy of the FH Code of Conduct. I have read and understand this Code of Conduct, and I agree to abide by it. I understand that a violation of this code may result in disciplinary action, up to and including termination of my employment/service.

Print Name _____

Signature _____

Date _____