



## PROBATION AND / OR SUSPENSION POLICY

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The Director of Agency Relations of the South Texas Food Bank will conduct an on-site visit of each member Agency prior to membership 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 once annually. However the South Texas Food Bank, in its own discretion, reserves the right to monitor each and any Member Agency more frequently. Monitoring may be done by on-site visits and/or oral or written communication.

### 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. Delinquent reimbursement of shared maintenance contributions.
5. Donated food or other products are improperly stored, refrigerated or transported.
6. Donated food or other product is improperly stockpiled.
7. Member Agency is in violation of any state or local statute, ordinance, code or regulation
8. Member Agency otherwise violated the Basic Agreement between itself and the South Texas Food Bank.

### Procedure

**Probation:** A Member Agency may be placed on probation for a period not to exceed three months if found to be in violation. Notification must be in writing. The Director of Agency Relations, and/or the Executive Director have authority to place member agencies on probation. In any event the Director of Agency Relations, the Executive Director and the Board of Directors shall be informed when a Member Agency is placed on probation. The Member Agency may appeal its probationary status to the Executive Director by delivering such appeal in writing to the Director of Agency Relations, or to the Executive Director. The Executive Director will keep the President of the Board of Directors informed.

The purpose of the probationary period is to place a Member Agency on notice that it must bring its program into compliance or it will be suspended. During the probationary period, the Director of Agency Relations or the Executive Director shall have the authority to extend the probationary period or to recommend suspension of the Member Agency. The Member Agency may appeal this decision as previously outlined. A Member Agency's probationary status terminates when one of the following occurs:

1. The Member Agency satisfies the Director of Agency Relations and/or the Executive Director that the violation has been rectified; or
2. The Board of Directors has suspended the Member Agency.

**Suspension:** A Member Agency may be suspended, without first being placed on probation, if found in violation of violations 1,2, or 3. All other violations 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 Board of Directors has the authority to suspend member agencies. The Director of Agency Relations or the Executive Director may request a suspension by notifying the Board of Directors in writing. Upon suspension, an agency loses all the rights and privileges of a Member Agency as well as its status as such.

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Signature of Authorized Member Agency Official

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Signature of STFB Authorized Official

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Name and address of Member Agency

Date