nOURish BRIDGEPORT's Code of Conduct

Overview:

nOURish BRIDGEPORT is dedicated to fostering a supportive and inclusive community focused on addressing food insecurity and promoting well-being in Bridgeport and beyond. We strive to create a safe, respectful, and collaborative environment for all individuals, including volunteers, staff, partners, and those we serve. This Code of Conduct outlines the expected behaviors and principles that guide all our staff, volunteers and partner organization interactions and activities.

Core Values:

- **Respect:** We treat everyone with dignity, courtesy, and consideration, regardless of their background, beliefs, or circumstances.
- **Compassion:** We approach our work with empathy, understanding, and a genuine desire to help those in need.
- **Integrity:** We act with honesty, transparency, and accountability in all our actions.
- **Collaboration:** We value teamwork, cooperation, and open communication to achieve our shared goals.
- **Inclusivity:** We welcome and celebrate diversity, ensuring that everyone feels valued and included.
- **Safety:** We prioritize the physical and emotional safety of all individuals involved in our programs and activities.

Expected Behaviors:

1. **Respectful Communication:**
    a. Use respectful language and avoid offensive or discriminatory remarks.
    b. Listen actively and attentively to others.
    c. Refrain from gossip, personal attacks, or harassment of any kind.
    d. Communicate clearly, timely and professionally.
    e. Respect personal time outside of work hours for communications
2. **Professional Conduct:**
    a. Maintain a professional demeanor at all times.
    b. Be punctual and reliable in fulfilling job duties.
    c. Respect the confidentiality of sensitive information.
    d. Dress appropriately for work related activities and events.
    e. No use of alcohol or illegal substances while working.

3. **Respect for Property:**
    a. Treat all nOURish BRIDGEPORT resources and property with care.
    b. Theft or unauthorized removal or possession of nOURish property will not be tolerated. Examples include office supplies, pantry food and farm produce.
    c. Clean up after yourself and maintain a tidy workspace.
4. **Commitment to Safety:**
    a. Follow all safety guidelines and procedures.
    b. Report any safety hazards or concerns immediately.
    c. Prioritize the well-being of yourself and others.
    d. Respect the personal space of others.
5. **Ethical Conduct:**
    a. Act with honesty and integrity in all dealings.
    b. Avoid any conflicts of interest.
    c. Do not engage in any form of exploitation or abuse.
    d. Do not accept gifts or favors from donors, those being served or other organizations
6. **Inclusivity and Non-Discrimination:**
    a. Treat everyone equally, regardless of race, ethnicity, religion, gender, gender identity, sexual orientation, age, disability, or socioeconomic status.
    b. Be sensitive to cultural differences, needs and expressions.
    c. Actively work to create an inclusive, equitable and welcoming environment.
7. **Conflict Resolution:**
    a. Address conflicts constructively and respectfully.
    b. Seek assistance from staff or supervisors to resolve disputes.
    c. Be open to feedback and willing to compromise.
8. Phone Usage

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of violations of our code of conduct policy that may result in disciplinary action.

- Continued absenteeism/tardiness without notice or cause
- Insubordination or other disrespectful conduct to fellow employees
- Dishonesty or theft of nOURish property
- Possession, consumption or being under the influence of alcohol, narcotics or drugs
- Possession of a weapon on nOURish property

- Unauthorized use of nOURish equipment, time, materials or facilities
- Extending hours of a shift without program director's consent

Reporting Violations:

Any individual who witnesses or experiences a violation of this Code of Conduct is encouraged to report it to nOURish BRIDGEPORT's operations manager or president via email as soon as possible. All reports will be handled with confidentiality and sensitivity.

Operations Manager –phil.ambrosino@nourishbpt.com
President- reverendsara.smith@gmail.com

Consequences of Violations:

Violations of this Code of Conduct may result in disciplinary action, including but not limited to:

- Verbal warning
- Written warning
- Suspension
- Termination
- Legal action, if applicable

By signing below employee/volunteer/partner understands and agrees to uphold the nOURish Code of Contact outlined above

Name (printed): _____

Signature: _____

Date: _____