

NSSK VOLUNTEER RULES OF CONDUCT

The rules discussed below are intended to guide the conduct of Volunteers on a day-to-day basis. The list is not meant to be all-inclusive and various other circumstances may arise requiring the termination of Volunteer service. We recognize that each problem which may arise in our Facility will present a unique set of circumstances. The unique situations will be addressed based on their own individual facts and the context of relevant surrounding circumstances.

Appropriate Conduct: Common sense, good judgment, cooperation and appropriate personal behavior are part of the essential responsibility of every Volunteer..

Volunteers should be aware that violation of any of the following standards of conduct may result in termination of Volunteer service:

- Insubordination or lack of cooperation with a management directive.
- Unauthorized use or taking of NSSK or any other person's property
- Unauthorized use or possession of intoxicants and/or drugs on the premises during Volunteer hours or reporting to Volunteer while under the influence of or after using drugs.
- Violation of confidentiality or disclosure of privileged information.
- Fighting on the job or the threat of bodily harm to fellow volunteers or guests.
 - Concealment or possession of a weapon on NSSK premises.
 - Destruction or damage to NSSK property or equipment or to that of any co-worker, guest, or other person.
 - Violation of safety or operating rules.
 - Creating or contributing to unsanitary conditions for co-workers, volunteers, or guests.
 - Discourtesy to guests or other Volunteers.
 - Improper relations with guests...
 - Horseplay and/or using abusive or obscene language to guests or visitors.
 - Allowing unauthorized visitors into the NSSK facility or allowing them to interfere with the efficient conduct of NSSK business.
 - Smoking inside the facility and on the grounds outside
 - Any other conduct deemed unacceptable by NSSK.

NORTH SHORE SOUP KITCHEN VOLUNTEER CONFLICT OF INTEREST POLICY

No Volunteer of NSSK may conduct themselves in a manner which creates, by law or in the judgment of the Board of Directors and/or Executive Director, a conflict of interest with the interests of NSSK. At no time may a person represent himself or herself as a Volunteer of NSSK when not performing work on behalf of NSSK.

No Volunteer or members of their immediate families may seek or accept payments, loans, services, entertainment, travel, or any other gifts of any nature from an individual or representative of a business concern doing or seeking to do business with NSSK.

All dealings with contractors, suppliers, customers, and other persons doing business with NSSK must be conducted in the best interest of NSSK.

No Volunteer shall own any interest in any company or business to an extent that it might tend to influence any decision that such Volunteer might make with respect to NSSK.

All Volunteers must disclose all investments in suppliers or vendors of NSSK.

Volunteers should not represent themselves as affiliated with NSSK when engaging in any political or lobbying activity. NSSK does not affiliate itself with political candidates or activities.

Adopted by the NSSK Board- 10/29/24

NORTH SHORE SOUP KITCHEN DIVERSITY POLICY

North Shore Soup Kitchen Inc has been serving Glen Cove and the surrounding North Shore Communities since 1989. The kitchen is located in the lower level of the First Baptist Church of Glen Cove and is staffed 100% by a corps of more than 50 volunteers. We are able to operate through the generosity of individuals, religious organizations, local businesses, and civic and not for profit organizations.

The mission of NSSK is to feed the hungry with dignity and respect, with no questions asked of any individual entering our Facility for assistance.

To that end, we:

- Welcome individuals regardless of age, sex, ethnicity, religion, education, handicap, background to serve as a NSSK Volunteer. Individuals under the age of 18 must be supervised by a responsible adult
- Foster a diverse, inclusive and welcoming environment for our Guests to address food insecurity.
- Seek to cultivate and sustain relationships with Community partners and businesses to assist in broadening our reach into the population of needy individuals we serve.

Adopted by the NSSK Board, 10/29/24

North Shore Soup Kitchen, Inc

RECORD RETENTION POLICY-

North Shore Soup Kitchen, Inc. seriously takes its obligations to preserve all pertinent information relating to the operation of the Facility.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Organization may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the President.

From time to time, the President may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the President.

File Category	Item	Retention Period *
Corporate Records	Bylaws and Articles of Incorporation	Permanent 1,2
	Corporate resolutions	Permanent 1,2
	Board and committee meeting agendas and minutes	Permanent 1,2
Finance and Administration	Financial statements (audited)	7 years 3
	Auditor management letters	7 years 3
	Check register and checks	7 years 3
	Bank deposits and statements	7 years 3
	General ledgers and reconciliations	7 years 3
	Board of Health Permits	Permanent 2
	Expired contracts, agreements, leases	7 years 2
	Correspondence — general	3 years 2
Insurance Records	Policies and claims	Permanent 2
	Accident, Safety and Claim reports	7 years 2
	Safety (OSHA) reports	7 years 2
Tax	IRS exemption determination and all correspondence, Employer ID Certificate	Permanent 1,2
	IRS Form 990, NYS Tax Exempt Cert	7 years 1,2
	NYS Tax Exemption Certificate	Permanent 2,3

*Custodians: 1-Board Chair, 2-President , 3-Treasurer

NORTH SHORE SOUP KITCHEN INC WHISTLEBLOWER POLICY-

No director, officer, employee, or volunteer of North Shore Soup Kitchen, Inc (NSSK) who in good faith reports any action or suspected action taken by or within NSSK that is illegal, fraudulent or in violation of any adopted policy of NSSK, shall suffer intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequences.

Intentional and unintentional violations of laws, regulations, policies, and procedures may occur and lead to improper activities. Every individual has a responsibility to report any suspected improper activity to the President or Chair of the Board.

A whistleblower as defined by this policy is a director, officer, employee, or volunteer, who in good faith reports any action or suspected action taken by or within NSSK that is illegal, fraudulent or in violation of any adopted policy of NSSK. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. These are the responsibilities of appropriate management staff.

Examples of unethical, illegal or dishonest activities are violations of federal, state or local laws: billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If a volunteer/ employee has knowledge of or a concern of an unethical, illegal, or dishonest activity, the individual is to contact the President or Chair of the Board. The individual must exercise sound judgment to avoid baseless allegations.

Whistleblower protections are provided in two ways, through confidentiality and our assurance against intimidation, harassment, discrimination, retaliation, or adverse employment consequences. Insofar as possible, the confidentiality of the whistleblower will be maintained. In addition, the agency will not intimidate, harass, discriminate, retaliate, or take any adverse consequences against a whistleblower who discloses suspected unethical, illegal, or dishonest activity in good faith. To the best of its ability, NSSK will also protect a whistleblower against any adverse employment consequences, intimidation, harassment, discrimination, and retaliation by any NSSK director/officer/volunteer. Any whistleblower who believes he/she is being intimidated, harassed, discriminated, or retaliated against or his/her employment is being adversely affected, must contact the President or Board Chair immediately. The right of a whistleblower from protection against intimidation, harassment, discrimination, retaliation, or adverse employment consequences does not include immunity for any personal wrongdoing that is alleged and investigated.

This Policy shall be distributed to all directors, officers, volunteers and temporary agency employees who provide services to NSSK..

Approved by the Board- 4/11/2024