

## Food Distribution Integrity and Partnership Policy

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### Policy Statement

Harvest Algoma is committed to ensuring the integrity, fairness, and effectiveness of our food distribution efforts. We mandate adherence to a set of guidelines and processes designed to align our partners' activities with our mission, ensure equitable access to food resources, and uphold a high standard of transparency and accountability.

### Purpose

The purpose of this policy is to establish a clear framework for documentation, verification, application review, partnership agreements, monitoring, evaluation, transparency, accountability, and educational training. This ensures that all food distribution activities conducted by or in partnership with Harvest Algoma are consistent with our organizational goals, responsible, and impactful in addressing food insecurity among the communities we serve.

### Documentation and Verification:

Agencies shall provide documentation demonstrating that **food distribution aligns with their mission and objectives such as** excerpts from their organizational mission statement, program descriptions, or other official documents. If the agency runs a food bank they must be inspected by Algoma Public Health. Official documents can include a constitution or articles of incorporation of the organization. Eligible organizations are to be registered not-for-profit organizations in Ontario.

### Application Review Process:

Harvest Algoma implements a review process for all agency applications. An agency's mission and programs are evaluated to confirm food distribution is consistent with their stated goals to ensure the fair distribution of food resources and equitable access for all supported agencies. As such, the committee may conduct site visits or interviews with agency representatives to assess their operations and confirm their commitment to providing food assistance.

### Partnership Agreements:

Once applications are approved by Harvest Algoma, a partnership agreement outlining Harvest Algoma's terms of use, with clauses which specify the agency's commitment to distributing and utilizing food resources responsibly, shall be signed by authorized program managers and the CEO/Executive Director of each respective agency.

### Ongoing Monitoring and Evaluation:


Harvest Algoma will strive to undertake regular monitoring and evaluation of food distribution to track the impact of food assistance programs and ensure compliance with partnership agreements. Harvest Algoma staff may conduct periodic check-ins, site visits, and collect reports from agencies detailing their food distribution activities.

**Transparency and Accountability:**

Supported agencies agree to maintain transparency and accountability to Harvest Algoma and the food distribution process by accurately weighing all food collected and properly documenting intended impacts (individuals, families or children served). Improper documentation, or suspicions of misuse may result in the suspension of a partnership. Supported agencies can be asked by Harvest Algoma staff to curtail the quantities of food they are taking from Harvest Algoma to make it equitable for other organizations.

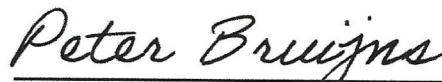
**Education and Training:**

Harvest Algoma will provide education and training opportunities for partner agency staff and volunteers on the ethical and responsible distribution of food resources. Harvest Algoma will offer resources and guidance on best practices for serving clients in need while avoiding exploitation of free food.



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Harvest Algoma Advisory Committee  
Chair: Celia Ross  
Date:



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Executive Director, SSMIC  
Peter Bruijns  
Date: July 10, 2024