

**CODE OF CONDUCT  
OF  
THE UPCYCLED FOOD ASSOCIATION,  
a Colorado Nonprofit Corporation**

**The Upcycled Food Association (UFA) Code of Conduct:**

Membership Associations, including for profit and not for profits, must observe the highest standards in order to retain the trust of the public. The UFA Code of Conduct is one of the ways we put these standards and values into practice. We set the bar high for our members and those they've elected to represent them. Respect for our mission, our Members, and each other are instrumental to our success and something that requires constant reflection and support. To that end, please read the following Code and values, remembering that each of us has a personal responsibility to uphold and encourage others to uphold these values in our work as an association. If you have any questions or feel that any member of the UFA is not upholding this commitment, please make your voice heard and contact the appropriate party.

The UFA prohibits retaliation against any Member or board member who reports or participates in an investigation of a possible violation of our Code, policies, or the law. If you believe you are being retaliated against, please contact UFA leadership immediately.

**UFA Member Statement of Professional Values:**

This statement presents the core values of UFA members and, more broadly, of the business profession. These values provide the foundation for the Code of Ethics and set the industry standard for the professional practice of Certification Standards. These values are the fundamental beliefs that guide our behaviors and decision-making process. We believe our professional values are vital to the integrity of the profession as a whole.

**UFA Organizational Values:**

- **Sustainability**  
We exist to accomplish our mission for the purpose of environmental sustainability, and we can accomplish this by creating a sustainable organization that provides value to its Members and partners.
- **Inclusivity**  
We believe in including diverse voices and perspectives in this organization, and creating opportunities in an equitable way so that the success of this movement can be shared across our community.
- **Participatory**  
We seek to build strategic partnerships, and include the UFA Membership in business operations in a transparent way, where information is shared and diverse voices can be heard when making decisions.

- Evidence-Based  
We seek to be driven by data, and to make decisions that are based in scientific evidence whenever possible.
- Adaptability  
We are committed to the mission of the organization, and will be solely focused on that outcome. We will continue to learn, and adjust our approach with adaptability and humility.

### **Professional Values:**

- Advocacy  
We serve the public interest by acting as responsible advocates for those we represent. We provide a voice in the marketplace of ideas, facts, and viewpoints of new business endeavors.
- Honesty  
We adhere to the highest standards of accuracy and truth in advancing the interests of the organization and in communicating with the public.
- Expertise  
We acquire and responsibly use specialized knowledge and experience. We advance the profession through continued professional development, research, and education. We build mutual understanding, credibility, and relationships among a wide array of businesses, institutions and audiences.
- Loyalty  
We are faithful to the shared mission of food waste reduction and those organizations we represent.
- Fairness  
We respect all opinions and support the right of free expression.
- Respect for Confidentiality  
UFA is a safe space for all Members to share. When a UFA Member meeting, or part thereof, is held, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed. UFA Members have a responsibility to understand that any information they disclose in a public UFA forum is at their own discretion and risk. Should it be proprietary information, that member should seek appropriate protection, as in signed Non-Disclosure Agreement (NDA), with any interested parties.

### **Harassment, Discrimination & Bullying**

Harassment, including sexual harassment, is a form of prohibited misconduct at UFA. Harassment may take many forms, but the most common forms include: verbal harassment (e.g., jokes, epithets, slurs, negative stereotyping, and/or unwelcome remarks about an individual's body, color, physical characteristics, appearance, or sexual practices, or gossiping about sexual relations); physical harassment (e.g., physical interference with normal work, impeding or blocking movement,

assault, unwelcome physical contact, or leering at a person's body); or visual harassment (e.g., offensive or obscene pictures or emails, gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and/or any other written or graphic material that denigrates or shows hostility or aversion toward an individual, because of a protected characteristic, that is placed or circulated in the workplace). Harassment may be sexual in nature. Sexual harassment includes harassment of women by men, of men by women, same-sex harassment, and harassment by/toward anyone who does not identify as a man or woman.

If any member of the UFA community believes they have been subjected to, or have witnessed, harassment or discrimination of any kind or any conduct that violates this policy at the hands of another UFA member, they must immediately report the facts of the conduct to a direct representative of the core UFA team, starting with the CEO. If the CEO is implicated in the inappropriate conduct, the Board President can serve in the CEO's stead. All complaints shall be formally logged in an intake report. The important thing is that members bring the matter to the attention of the UFA promptly so that any concern of harassment or discrimination can be investigated and addressed appropriately.

Retaliation by any person for reporting any incidents of harassment or discrimination, or perceived harassment or discrimination, for making any complaints of harassment or discrimination, or participating in any investigation of incidents of harassment or discrimination, or perceived harassment or discrimination, is strictly prohibited. Any report of retaliation by one accused of harassment or discrimination, will also be promptly and thoroughly investigated.

If a complaint of harassment, discrimination or retaliation is substantiated via investigation and due process, appropriate disciplinary action, up to, and including — termination from the UFA board, removal from membership, and associated support and dismissal from with affiliation with the UFA will be taken.

## **Conclusion**

UFA aspires to be an exemplar of good practice amongst trade organizations. It is impossible to preempt every potential ethical scenario the organization may face as it continues to grow. Instead, the success of the organization relies on collective good judgment to uphold the highest standard of integrity. UFA expects all Members, regardless of leadership position, to be guided by both the letter and spirit of this Code. Questions are expected and encouraged, and this is a living document that is meant to be added to and iterated on collectively.

If a violation of this code is reported and substantiated via investigation by UFA board-appointed committee and due process, appropriate disciplinary action, up to, and including — termination of and removal from membership and associated support, and dismissal from with affiliation with the UFA will be taken.

Please direct all questions to the UFA CEO and Board President.

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Business Name	Representative Name	Title	Date
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