

# Memphremagog Food Bank (BAM)

## Donation receipt and due diligence policy

### 1. Purpose

The Memphremagog Food Bank (BAM) receives monetary and in-kind food donations to support the food security of the population. This policy clarifies the limits of the verifications that The BAM can reasonably perform and aims to reduce legal and reputational risks associated with accepting donations from donors who may, unbeknownst to the organization, have questionable backgrounds or a potential for fraud.

### 2. Absence of background checks

The BAM has neither the mission, the resources, nor the powers of a police or investigative authority. It does not conduct systematic criminal, financial, or reputational background checks on its donors. Consequently, The BAM cannot guarantee that every donation is entirely free of links to fraud, illegal activity, or unethical behavior; however, it acts in good faith and in a reasonable manner based on the information available to it.

### 3. Limited due diligence

Within the limits of its resources, The BAM:

- Collects standard information voluntarily provided by donors (name, contact information, organizational identity);
- Remains attentive to any easily accessible public information that is clearly concerning;
- Evaluates, to the best of its knowledge, whether a donation or a public association with a donor appears to be manifestly contrary to its mission, its values, or applicable laws.

No in-depth investigations or consultations of specialized databases are conducted.

### 4. Right to refuse or return a donation

The BAM reserves the right, at its sole discretion, to:

- Refuse a donation when easily accessible public information or an obvious circumstance raises fears of a serious risk to its reputation, compliance, or public trust;
- Limit or modify the public visibility granted to a donor when the association could harm BAM or its beneficiaries;
- Return a donation already accepted if serious facts, clearly brought to its attention after the fact, convince the organization that continuing to accept it would be contrary to its values or applicable laws.

These decisions are made in good faith, based on the information reasonably available at the time The BAM becomes aware of it.

## **5. Limitation of liability and communications**

Directors, employees, and volunteers cannot be held personally liable for having accepted a donation from a donor who is subsequently revealed to be questionable, provided the decision was made in good faith and in compliance with this policy. In the event of controversy or negative press related to a donation or a donor, The BAM may terminate any public association, remove or adapt its communications, and reiterate its mission, its verification limits, and the measures taken as soon as the concerning information became known.

## **6. Adoption and revision**

This policy is adopted by the Board of directors of the Memphremagog Food Bank and may be revised as necessary based on changes in the legal context, The BAM's resources, or specific events.