



POLICIES+ PROCEDURES



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TAX EXEMPT PURPOSES

Look for the the Good Project is a 501(c)3 Nonprofit Corporation. To maintain our status, we need to follow these guidelines outlined by the IRS:

"The exempt purposes set forth in section 501(c)(3) are charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, and preventing cruelty to children or animals. The term charitable is used in its generally accepted legal sense and includes relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; erecting or maintaining public buildings, monuments, or works; lessening the burdens of government; lessening neighborhood tensions; eliminating prejudice and discrimination; defending human and civil rights secured by law; and combating community deterioration and juvenile delinquency."

Look for the Good Project maintains its status by:

- Providing mental health and community-care resources to K - 6 elementary schools, including public schools in low-income communities.
- Offering school sponsorships to low-income children, and/or educators in public K - 6 schools.

DETERMINATION LETTER

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **NOV 06 2014**

LOOK FOR THE GOOD PROJECT INC
317 BOSTON ST
GUILFORD, CT 06437

Employer Identification Number:
47-1070802
DLN:
17053238326024
Contact Person:
DEBRA JOHNSON ID# 75126
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
June 25, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

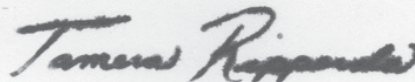
We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,



Director, Exempt Organizations

BOARD MEMBER AGREEMENT

Board Member Agreement

I, _____, understand that as a member of the Board of Directors of Look for the Good Project, I have a legal and moral responsibility to ensure that Look for the Good Project does the best work possible in pursuit of its goals. I believe in the purpose and the mission of Look for the Good Project, and I will act responsibly and prudently as its steward. As part of my responsibilities as a Board Member:

- I will represent Look for the Good Project's work and values to the community in a positive manner and act as a responsible and informed spokesperson.
- I will stay informed about the organization's operations, activities, and challenges. I will participate in and take responsibility for making decisions on issues, policies, and other Board matters. I will offer my honest assessments on organizational matters with the goal of helping Look for the Good Project work towards its mission.
- I will treat all volunteers in service to our organization with the utmost respect. To those volunteers helping to work towards the goals of the team(s) I chair or co-chair, I will provide timely, responsive, inclusive, and organized leadership. I will recognize the talents and value of volunteers working toward our organization's goals and where appropriate, lead them in achieving goals and serve as the voice of our team to the rest of the Board. I will make an effort to acknowledge and appreciate the service of volunteers to our organization.
- If I must resign, I will give at least thirty days notice prior to resignation from the Board to allow for effective transitioning.
- If I must take a leave of absence, I will alert the Board to the length and period of my absence as soon as possible. I understand that if I request a leave of absence, the Board retains the prerogative and power to discuss and determine my continued membership on the Board depending on the best interest of Look for the Good Project. I will abide by their decision on the matter, but retain my voting right for any Board vote on my own Board membership.

If I don't fulfill these commitments to Look for the Good Project, I will expect the Board President or Vice-President to call me and discuss my responsibilities with me. I understand the Board retains the prerogative and power to discuss and determine my continued membership on the Board depending on the best interest of Look for the Good Project.

In turn, Look for the Good Project will be responsible to me in several ways:

- Will provide financial reports and an update of organizational activities that allow Board Members to advise Look for the Good Project appropriately.
- All Board Members, which include the President and Vice President, will be open to answer questions and the discuss Look for the Good Project's programs, goals, activities, and status.
- Look for the Good Project will keep me informed about issues in the industry and field in which we are working.
- Board Members and staff will respond in a straightforward fashion to my questions necessary to fulfill my fiscal, legal, and moral responsibilities to Look for the Good Project.
- Look for the Good Project will purchase Directors Insurance and provide a copy of the policy to all Board Members.

If Look for the Good Project does not fulfill its commitments to me, I can call on the President and/or appropriate staff people to discuss these responsibilities.

Further, I acknowledge that I have received a copy of Look for the Good Project's Policy Manual "Smart Start Book" and have read it.

Signed:

_____ Date: _____
Board Member

_____ Date: _____
President of Board of Directors

CONFIDENTIALITY AGREEMENT

Board members, staff, and volunteers for Look for the Good Project have an ethical and legal obligation to protect and maintain the confidentiality of information they receive over the course of their service to Look for the Good Project. Individuals are expected to exercise care not to disclose confidential information unintentionally by indiscreet conversation or by careless handling of sensitive documents. In consideration of being a director, staff, independent contractor, vendor, or volunteer for Look for the Good Project, the undersigned hereby agrees to and acknowledges the following:

1. During the course of my service to Look for the Good Project, certain information of a confidential nature may be disclosed to me. This confidential information includes electronic and non-electronic files and documents, including, but not limited to: internal business affairs, marketing strategies, donor lists, prospective donor lists, methods of operation, processes, computer programs, marketing methods, financial matters, records or other proprietary information belonging to the organization.
2. I shall exercise care not to disclose confidential information at any time while I am associated with Look for the Good Project, or at any time after I discontinue working for, serving on the Board of, or volunteering directly for Look for the Good Project.
3. I agree that when I discontinue my association for Look for the Good Project, I will return all property belonging to Look for the Good Project, including but not limited to reports, correspondence, donor lists, computer programs, and all other materials including copies of materials relating in any way to Look for the Good Project's business, or in any way obtained by me during the course of my time volunteering with the organization. I further agree not to retain any physical copies of the above-mentioned items.
4. I understand that emails may contain confidential information. Access to email by anyone else is unauthorized. I will exercise care not to inadvertently disclose confidential information contained in emails. I will not forward confidential emails to unintended recipients or those not associated with the organization.
5. If at any time I become aware of or suspect that confidential information has been inadvertently or knowingly disclosed, by me or others and in violation of this agreement, I shall immediately notify Look for the Good Project's President, Vice President, or Volunteer Coordinator.

Printed Name

Signature

Date

BOARD MEETING GROUND RULES

Board Meeting Ground Rules

The purpose of setting ground rules is to take away ambiguity in unclear situations and provide structure to guide the decision-making process. Board meetings will follow legal conventions, bylaws stipulations, ethical guidelines, and protocols that promote Board participation.

Welcome & Call to Order

Each meeting starts with a Welcome and Call to Order by the Officer presiding over the meeting (“Presiding Officer”). Any discussion following the Call to Order is recorded in the meeting minutes and becomes part of the permanent record of the organization, as required by law.

Determining Whether a Quorum is Present

If there are not enough voting members present, the meeting is adjourned. An informal meeting may continue if those in attendance so choose. A Quorum shall be defined as the presence of a majority of voting members.

Agenda

The Agenda is the guiding document for the meeting. Directors shall receive an advance copy of the Agenda to allow adequate time to prepare. The Presiding Officer uses judgment in keeping with the schedule and may make changes to the timetable if unexpected or controversial topics arise that require extra discussion time.

Consent Agenda

Routine, standard, or operational items are listed on the Agenda as the first order of business under the ‘Consent Agenda’ heading and voted on as a group, without further discussion. Items to include in the Consent Agenda include routine documents that simply need to be recorded in the minutes and items that have previously gone through deliberation and simply need the final seal of approval by the Board. At a minimum, the Consent Agenda includes the approval of the minutes from the previous meeting. In advance of each meeting, all voting Directors receive

via email the packet of items on the Consent Agenda and come to the meeting familiar with its content.

Reports

Reports to the Board are included on the planned Agenda. Examples may include committee reports, status updates, recaps of meetings or events, announcements, etc. Reports may be written or oral. Committee Chairs may choose to include written reports on the Consent Agenda so that the majority of time is spent on major issues geared towards the future rather than merely recounting what has already happened.

Discussion

Following any Report given while the meeting is in order, there will be an opportunity for directors to comment, discuss the matter(s) at hand, ask questions, express opinions, add details or points that may have been missed in the Report, or clarify why the issue is important. The individual giving the Report should keep the discussion from veering off course. The Presiding Officer may intervene or help facilitate the discussion and/or make judgment calls to keep the meeting within the topics and timetable on the Agenda.

Introducing a Motion

A Motion is a structured way of bringing up a point that the Board should address. This must be done before a vote can be taken. Any Director may make a Motion at any time during a meeting. To make a Motion, one says "I move that..." or "I propose that..." and states the proposal. The 'move' is recorded in the minutes, so it is important to use the right lingo to get the minute-taker's attention.

Seconding the Motion

Any Motion brought forth must be seconded in order for further deliberation and voting to occur. If nobody speaks, the Motion is not considered. The individual seconding states "Second!" and this is noted in the minutes.

Deliberation

In most circumstances, it is impossible to jump from seconding to voting without deliberation. If an issue is brought that requires Board action, there is an opportunity for Directors to weigh-in. If his/her idea Motion is seconded, the individual making the Motion clarifies why the issue is important (if it's not obvious to all) and describes what needs to be accomplished. Board members then share their opinions, add details or major points that seem to be missing or that nobody has thought of before,

and propose solutions/options for action. If and when the Presiding Officer feels that the Board has addressed all sides of the situation thoroughly--and that the members of the Board echo that notion--and it seems the general agreement has been reached, voting takes place. However, if the Board is discussing only part of a major topic and/or it becomes clear that the Board has no intention of making a decision during the meeting, the Presiding Officer tables the issue and delays the vote until a later date.

Amending a Motion

Following a deliberation, a Motion may be changed, added to, or amended before it is voted on.

Taking a Board Vote

When a Motion has been brought up and seconded, and the Presiding Officer decides a vote should occur, the Presiding Officer repeats the Motion and asks the Board to vote by simply stating "yes" or "no". A written ballot (blank piece of paper) may be used for secret voting or electing officers. Voting may be done in person, on the phone, via zoom conferencing, or by email.

Abstentions and Dissentions

An individual who votes "no", or a Director who abstains from voting, may wish to provide a written statement to the Board Secretary. The statement is attached to the meeting minutes and retained as a permanent legal record of the Organization.

Going "Off the Record"

An individual may ask permission from the Presiding Officer to "go off the record" or simply "request a recess." Any discussion that follows will not be recorded by the minute-taker until the Presiding Officer calls the meeting back to order. The reason and length of time of the recess should be noted in the meeting minutes. Votes cannot be taken while the meeting is "off the record" or "in recess."

Executive Session

An individual may request an Executive Session, a planned time when the Board meets without employees, guests, or staff present, usually to discuss a sensitive issue such as staff compensation. Whatever the issue, it will be a planned item on the Agenda. Any discussion during an Executive Session will not be recorded by the minute-taker until the Presiding Officer calls the meeting back to order. The reason and length of time of the Executive Session is noted in the meeting minutes.

Guests

From time to time, guests are invited to attend a Board meeting. Guests may include candidates for board positions, staff, prospective funders, etc. A formal introduction of the guest is to be included on the Agenda. The guest will be noted in the meeting minutes.

Minutes

Meeting minutes are a matter of corporate record and are required by law. Minutes must be available upon request to the Connecticut Secretary of State, the North Carolina Secretary of State, the Internal Revenue Service, or to an attorney who has a court-ordered subpoena. Please note this is a corporate record, not a public record that is subject to the public disclosure/open meeting requirements. Directors of nonprofit organizations have a legal Duty of Care to Look for the Good Project and are encouraged to participate fully in discussions and deliberations and to ask thoughtful/ probing questions to demonstrate fulfillment of this duty. From time to time, a Board member may be asked to play the role of “devil’s advocate” in a meeting in which the Board is called to vote on mission-critical issues in order to spark conversation and debate, avoid “groupthink,” and sharpen our analysis of an issue.

Adjournment

At the conclusion of the meeting, the Presiding Officer announces the adjournment of the Board meeting. This action is noted in the meeting minutes.

CONFLICT OF INTEREST POLICY

Article I

Purpose

The purpose of the conflict of interest policy is to protect Look for the Good Project's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of Look for the Good Project or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. Interested Person- any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest- a person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - b. A compensation arrangement with Look for the Good Project or with any entity or individual with which Look for the Good Project has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Look for the Good Project is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in Look for the Good Project's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation

- A voting member of the governing board who receives compensation, directly or indirectly, from Look for the Good Project for services is precluded from voting on matters pertaining to that member's compensation.
- A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Look for the Good Project for services is precluded from voting on matters pertaining to that member's compensation.
- Any voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Look for the Good Project, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Review

Look for the Good Project will share a copy of this policy annually with each director, principal officer and member of a committee with governing board delegated powers to assure that each individual:

- Has received a copy of the conflicts of interest policy,
- Has read and understands the policy,
- Has agreed to comply with the policy, and
- Understands Look for the Good Project is charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

To ensure Look for the Good Project operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- Whether employee compensation arrangements and benefits (if applicable) are reasonable, based on competent survey information, and the result of arm's length bargaining.
- Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

CODE OF ETHICS

Code of Ethics

The purpose of this code is to articulate the values and ideals at the heart of our work and to unify board members, staff, volunteers, supporters, and community partners in adhering to these values and ideals as we work toward our goals of empowering all individuals to volunteer and help causes in their community and thereby create a pervasive culture of community involvement.

Our Mission

Look for the Good Project has a clearly stated mission in pursuit of the public good, and all programs shall support that mission. All who work for or and/or on behalf of Look for the Good Project will understand and be loyal to that mission and purpose. The mission shall remain responsive to the constituencies and communities served by Look for the Good Project and of value to society at large.

Governance

Look for the Good Project's Board of Directors must have no material conflict of interest in their role on the board and will serve without compensation. The Board is responsible for setting the mission and strategic direction of the organization and shall approve and oversee the finances, operations, and policies of the organization.

The Board of Directors:

- Ensures that its officers and directors have the requisite skills and experience to carry out their duties and that all board members understand and fulfill their governance duties acting for the benefit of Look for the Good Project and its public purpose.
- Holds regular meetings and ensures a quorum is present at each board meeting.
- Records minutes for each meeting which are approved by the Board within sixty days and retained in the organization's records.
- Adheres to a conflict of interest policy and ensures that any conflicts or the appearance thereof are avoided or appropriately managed through disclosure, recusal, or other means.

- Oversees and approves the hiring, firing, and review of the performance of any paid contractor, and ensures that the compensation is fair, and appropriate.
- Ensures staff employees, contractors, and volunteers provide timely and comprehensive information so that the governing body can effectively carry out its duties.
- Ensures Look for the Good Project conducts all transactions and dealings with integrity and honesty.
- Ensures Look for the Good Project promotes working relationships with contractors, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness.
- Ensures Look for the Good Project is fair and inclusive in its hiring and promotion policies and practices for all board, staff, contractor and volunteer positions.
- Ensures Look for the Good Project's policies are in writing, clearly articulated and available, and enforced.
- Ensures that the organization has the capacity to carry out its programs effectively.

Personal and Professional Integrity

Look for the Good Project's working environment shall value respect, fairness, and integrity. Accordingly, Look for the Good Project's board of directors, volunteers, and staff shall act with honesty, integrity and openness in all their dealings as representatives of the organization to all constituents served by its programs and projects.

Responsible Stewardship

Look for the Good Project shall manage organization funds responsibly and prudently. This should include the following considerations:

- All financial practices and policies shall be fair, reasonable, and appropriate in furtherance of Look for the Good Project's charitable mission.
- The Board of Directors shall approve the organization's annual budget and will receive regular financial reports that are factually accurate and complete in all material respects.
- A reasonable percentage of public contributions shall be applied to programs and activities described in solicitations, in accordance with donor expectations.
- The organization shall strive to keep its administrative and fundraising costs low relative to its overall budget. An adequate amount shall be spent on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management.
- Look for the Good Project shall compensate staff, contractors, and any others who

may receive compensation, appropriately. All compensation shall be reviewed and approved by the Board of Directors. If decisions regarding compensation

- present a conflict of interest for a Board Member, that Board Member will recuse themselves for the vote.
- Reasonable internal controls shall be in place to safeguard Look for the Good Project's assets from theft or misuse and shall exercise adequate controls over expenditures and disbursements.
- Look for the Good Project shall adopt a Whistleblower Policy. The policy will be distributed to the board, staff, and volunteers and shall be made available to the public on the organization's website. Look for the Good Project will take timely and appropriate action to address concerns brought forth in accordance with that policy.

Ethical Promotion & Accountability

Basic informational data about the organization, such as the Form 990, will be posted on the Look for the Good Project website or otherwise made available to the public. All solicitation materials, financial records, and program reports will be complete and accurate in all material respects. Further, Look for the Good Project shall provide comprehensive and timely information to the public, the media, and all stakeholders and shall be responsive in a timely manner to reasonable requests for information.

Fundraising

Look for the Good Project shall raise funds from the public and from donor institutions and be truthful in solicitation materials. Look for the Good Project will respect the privacy concerns of individual donors and expend funds consistent with donor intent. Look for the Good Project shall disclose important and relevant information to potential donors. In raising funds, Look for the Good Project will respect the rights of donors, as follows:

- To be informed of Look for the Good Project's mission, the way the resources will be used and their capacity to use donations for their intended purposes.
- To be informed of the identity of those serving on the Look for the Good Project Board of Directors and to expect the Board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the most recent Look for the Good Project financial reports according to State and Federal disclosure requirements applicable to tax-exempt organizations.
- To be assured their gifts will be used for the purposes for which they were given.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers, Look for the Good Project employees, or solicitors.
- To have the opportunity to request exclusion from Look for the Good Project's mailing list.
- To feel free to ask questions when making a donation and to receive truthful and forthright answers.

Legal & Regulatory Compliance

Look for the Good Project will be vigilant in compliance with laws, regulations and applicable conventions that govern and regulate tax-exempt organizations.

Inclusiveness and Diversity

Look for the Good Project shall promote inclusiveness and diversity. Look for the Good Project shall take meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served in the community. To help our organization meet this code of ethics, Look for the Good Project established the JEDI Committee - Justice, Equity, Diversity, and Inclusion - in 2020.

WHISTLEBLOWER POLICY

Purpose

It is the policy of Look for the Good Project that its operations are conducted according to the highest standard of integrity, and that its officers, directors, employees, consultants, volunteers, interns, vendors, and other agents observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the organization, all applicable laws and regulations must be followed, honesty and integrity must be practiced in fulfilling all responsibilities and all situations must be avoided that might conflict with responsibilities undertaken on behalf of the organization. It is a federal crime for any organization – nonprofit or for-profit- to retaliate against a “whistleblower” who reports illegal, unacceptable, or suspicious activity (“Concerns”). The following is intended to encourage and enable the reporting of Concerns within Look for the Good Project in order to prevent, detect and correct improper activities.

Scope

All officers, directors, employees, including temporary employees, consultants, volunteers, interns, vendors and other agents are covered by the scope of this policy and its guidelines.

Policy

The objectives of the Whistleblower and Fraud Reporting Policy (“Policy”) are to establish policies and procedures for:

- Reporting Concerns on a confidential, anonymous basis regarding (1) questionable accounting, (2) violation or noncompliance with a state or federal statute, rule or regulation, (3) violation of Look for the Good Project policies and procedures, or (4) unsafe working conditions or work practices in the exercise of Look for the Good Project business, either at the offices of Look for the Good Project or elsewhere by employees, officers, directors, volunteers or other agents of Look for the Good Project;
- Receipt, retention, and treatment of complaints received by the organization regarding such Concerns; and
- Protection of anyone reporting Concerns in good faith from retaliatory actions.

A. Reporting Responsibility

It is the responsibility of all those noted in the Scope of the Policy to report questionable matters or other Concerns as described above.

B. No Retaliation

No officer, director, employee, including a temporary employee, consultant, volunteer, intern, vendor or other agent who reports a Concern in good faith shall be subject to retaliation or, in the case of an employee, adverse consequences. Any individual who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

C. Procedures for Reporting Concerns

1. **Employees and Contractors.** Whenever possible, an individual should seek to resolve Concerns by reporting issues directly to his or her supervisor. If, for any reason, the individual is uncomfortable speaking to his supervisor or does not believe the Concern is being properly addressed, the individual should report the Concern directly to the President of Look for the Good Project. If the individual does not believe that these channels of communication can or should be used to express his or her Concern, the individual should report the Concern directly to Look for the Good Project's Vice- President, Treasurer, or Secretary. Concerns may also be submitted anonymously in writing by mail, by email, or via voice mail to Look for the Good Project's President or Vice-President. Contact information may be obtained from Look for the Good Project's website.

2. **Officers, Directors, Interns, Volunteers, Vendors and Other Agents.** Officers, directors, interns, volunteers, vendors and other agents may report Concerns to the President. If the officer, director, intern, volunteer, vendor or other agent is uncomfortable reporting to any of these individuals, or if he does not believe the Concern is being properly address, the report should be escalated directly to the Chairman of Look for the Good Project's Board of Directors, the Vice President, the Treasurer, or the Secretary.

D. Handling of Reported Concerns

All reported Concerns filed in accordance with this policy will be investigated by Look for the Good Project with due care and promptness. Matters reported internally without initial resolution will be investigated by the President of Look for the Good Project to determine if the allegations are true, whether the issue is material and what actions, if any, are necessary to correct the problem. Look for the Good Project's

Board of Directors will review all matters raised under this to ensure appropriate resolution.

For matters reported directly to the President, the Vice President, or Chairman of the Board if one is acting, shall promptly acknowledge receipt of the complaint to the complainant if the complainant is known. An investigation will be held to determine if the allegations are true, whether the issue is material and what corrective action, if any, is necessary. Upon the conclusion of this investigation, the Vice President/Chairman shall promptly report its findings to the Board.

The President, or in the case of the above paragraph, the VP or Chairman, shall have full authority to investigate Concerns raised in accordance with this policy and may retain outside legal counsel, accountant, private investigators, or any other resource that the committee reasonably believes is necessary to conduct a full and complete investigation of the allegations.

E. Acting in Good Faith

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting, a violation of state or federal law, a violation of Look for the Good Project's policies and procedures or another Concern described above. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position, dismissal from the Board, or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

F. Confidentiality

Reports of Concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of Concern to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from volunteer position, dismissal from the Board, or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

G. Policy Distribution

This policy will be distributed to all officers, directors, employees, contractors, and volunteers (where possible) of Look for the Good Project and shall be posted on Look for the Good Project's website so that Concerns may be reported by external parties.

ANTI-DISCRIMINATION POLICY

Look for the Good Project deeply values its community of volunteers and network of partnering organizations, including the charities, schools, associations, businesses, and faith-based organizations that participate in our volunteer programs. We are committed to creating a friendly environment where each individual is welcomed and respected.

We believe that no person should be excluded from agency services, employment, or volunteer participation on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or for any other discriminatory reason. Accordingly, we will not knowingly refer volunteers to organizations that engage in unlawful discriminatory practices.

Look for the Good Project is expressly nonpolitical and is not aligned with any political party, creed, organization, or movement. Look for the Good Project will not knowingly refer volunteers, or otherwise provide resources to, any organization whose purpose is primarily or substantially political in nature.

Look for the Good Project is not aligned with any religious belief. We invite faith-based organizations to participate in our volunteer programs so long as they meet our nonprofit partner eligibility criteria and fulfill a strictly charitable purpose. Look for the Good Project will not knowingly refer volunteers, or otherwise provide resources to, any organization whose purpose is to use that support for the purpose of religious proselytizing.

Look for the Good Project does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers (both for Look for the Good Project and through referrals to partnering organizations), selection of vendors, and providing of services.

Look for the Good Project is an equal opportunity employer. We shall not discriminate and will not discriminate in employment, recruitment, Board membership, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or for any other discriminatory reason. We are committed to providing an inclusive and welcoming environment for all volunteers, partners, staff, contractors, and Board members. We endeavor to create a diverse Board of Directors. We aim to build relationships with a wide spectrum of partner organizations and charitable causes as we work to promote and activate volunteers to do good in our community.

ANTI-HARASSMENT POLICY

Look for the Good Project prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working or volunteering for or on behalf of Look for the Good Project.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status or other protected status, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.

Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Look for the Good Project's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of ... creating an intimidating, hostile or offensive working environment." Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and Internet postings; or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Consensual Romantic or Sexual Relationships

Look for the Good Project strongly discourages romantic or sexual relationships between a manager/Board Member and an employee or contractor who reports directly or indirectly to that person, because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created

by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

If any contractor, employee, or director of Look for the Good Project enters into a consensual relationship that is romantic or sexual in nature with an employee who reports directly or indirectly to that employee, or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the Board of Directors. Because of potential issues regarding quid pro quo harassment, Look for the Good Project has made reporting *mandatory*.

Once the relationship is made known to Look for the Good Project, the organization will review the situation with the Board of Directors in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

DOCUMENT RETENTION + DESTRUCTION POLICY

Look for the Good Project follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

CORPORATE RECORDS

Articles of Incorporation	Permanent
Board Meeting Minutes	Permanent
Board Policies	Permanent
Bylaws	Permanent
Asset/Liability Records	Permanent
IRS Determination Letter	Permanent
Contracts	7 years
Correspondence	2 years

ACCOUNTING AND TAX RECORDS

Audits and Financial Statements	7 years
IRS 990 Tax Returns	15 years
IRS 1099s	2 years
Quick Book Records & Reports	Permanent

BANK RECORDS

Bank Statements	5 years
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OTHER RECORDS

Donor Records & Acknowledgement Letters	2 years
Grant Applications & Contracts	2 years
Employment & Termination Agreements	2 years
IP Contracts	Permanent
Leases	2 years

ELECTRONIC DOCUMENTS & RECORDS

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

EMERGENCY PLANNING

Look for the Good Project's records will be stored in a safe, secure and accessible manner.

DOCUMENT DESTRUCTION

Look for the Good Project's CEO is responsible for the ongoing process of identifying its records, which have met the required retention period so that she can oversee their destruction. Destruction of financial and personnel-related documents will be accomplished through shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

COMPLIANCE

Failure on the part of employees or contract staff to follow this policy can result in possible disciplinary action against responsible individuals. The Treasurer will periodically review these procedures with legal counsel or Look for the Good Project's CPA to ensure that they are in compliance with new or revised regulations.