

MENAC Inc.

Proper Use of Public Funds Policy

Purpose

MENAC Inc. is committed to conducting all activities with the highest standards of honesty, integrity, transparency, and accountability. This policy establishes ethical expectations and procedures to ensure decisions are made in the best interest of the organization and the communities it serves.

Scope

This policy applies to all members of the Board of Directors, officers, employees, volunteers, interns, and contractors of MENAC Inc.

Code of Ethics

Individuals serving MENAC Inc. shall:

- Act in good faith and in the best interests of MENAC Inc.
- Conduct themselves with honesty, fairness, and integrity
- Comply with all applicable laws, regulations, and organizational policies
- Protect confidential and sensitive information
- Avoid actions that could damage the reputation or mission of MENAC Inc.

No individual may use their position for personal gain or to benefit outside interests at the expense of MENAC Inc.

Conflict of Interest

A conflict of interest exists when an individual's personal, professional, or financial interests interfere or appear to interfere, with their duty to act in the best interest of MENAC Inc. Conflicts may be actual, potential, or perceived.

Examples include, but are not limited to:

- Financial interests in vendors, contractors, or partners
- Personal or family relationships that influence decision-making
- Outside employment or affiliations that conflict with MENAC's mission

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Disclosure Requirements

All actual or potential conflicts of interest must be disclosed promptly to the Executive Director or Board Chair. Board members are required to complete and sign an annual Conflict of Interest Disclosure Statement.

Recusal and Decision-Making

Any individual with a conflict of interest must recuse themselves from discussions, deliberations, and voting related to the matter. The recusal shall be documented in meeting minutes when applicable.

Enforcement

Failure to disclose a conflict of interest or violation of this policy may result in corrective or disciplinary action, up to and including removal from position or board service.

Policy Review

This policy shall be reviewed periodically by the Board of Directors and updated as necessary to ensure compliance with legal requirements and best practices in nonprofit governance.

The point of contact concerning this policy is Mr. Avin Hinton, Senior Vice President of Human Resources, avin.hinton@menac.org.

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