



Public Disclosure Policy

Article I – Scope of Policy

This policy applies to: the Chief Executive Officer, members of the Board, staff and contractors, and volunteers.

Article II – Purpose

NEXTSTEP: Unlocked Potential (the “Corporation”, “NEXTSTEP”) acts honestly, transparently, and responsibly in all activities. This policy ensures the organization meets IRS requirements for public accountability and our own transparency commitment.

Article III – Required Disclosure

Required Disclosures: NEXTSTEP shall make the following documents available for public inspection upon request:

IRS Form 990: The Board Treasurer (or President) reviews this document before submission, and it serves as a primary tool for public financial disclosure.

Exemption Application: The original application for 501(c)(3) status and the IRS determination letter.

CEO Compensation: The process for determining executive pay, including the use of comparable data and independent Board approval, is documented and disclosed as required by the IRS.

Article IV – Limitations on Disclosure

To ensure **Survivor Safety First**, NEXTSTEP will **never publicly disclose**:

- Survivor names, images, or identifying details without explicit, written, informed consent;
 - Confidential shelter locations or security features;
 - Donor information, unless the donor provides written permission for public acknowledgment.
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Article V – Policy Violations

Violations of this policy may result in:

- Disciplinary action (up to and including termination of and/or removal of employment, Board position, volunteer status, etc.);
 - Legal consequences if applicable laws are breached.
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Article VI – Policy Review

This policy shall be reviewed annually by the Board and updated as necessary to reflect:

- Changes in law;
 - Best practices in victim advocacy.
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This policy was reviewed and approved by the NEXTSTEP: Unlocked Potential Board of Directors.

Date Approved: 4 Apr 2026

