

Policy for Whistleblowing

Board resolution: The Board of Directors approves the inclusion of the following statement in the Board Policies Manual, and directs the Chief Executive Officer to ensure that it is given to and acknowledged by all board, staff, and volunteers. In addition, the Chief Executive Officer will ensure that whistleblower protection notification is posted in the workplace(s) as required by state law.

If any staff reasonably believes that some policy, practice, or activity of ARC International Corporation is in violation of law, a written complaint may be filed by that staff with the Chief Executive Officer.

It is the intent of ARC International Corporation to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all staff/board/volunteer is necessary to achieving compliance with various laws and regulations. A staff is protected from retaliation only if the staff brings the alleged unlawful activity, policy, or practice to the attention of ARC International Corporation and provides ARC International Corporation with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to board/staff/volunteers that comply with this requirement.

ARC International Corporation or Board of Directors will not retaliate against staff who, in good faith, has made a protest or raised a complaint against some practice of ARC International Corporation or of another individual or entity with whom ARC International Corporation had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

ARC International Corporation will not retaliate against a staff who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of ARC International Corporation that the staff reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

Board/Staff Signature and Date

Director/President Signature and Date

Policy for Conflict of Interest

The standard of behavior at the ARC International Corporation is that all staff, volunteers, and Board members scrupulously avoid conflicts of interest between the interests of the ARC International Corporation on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the ARC International Corporation decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff, and board members. Upon or before election, hiring, or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file, and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other non-profit affiliations), my family, and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Board/Staff Signature and Date

Policy for Document Retention

This document management policy is designed to conform with the charitable laws of states and federal requirements.

First, think about this as part of document management, rather than simply document retention; holding on to documents too long is an unnecessary expense. Second, there may be some documents that are worth saving for the community's sake or for the sake of clients that go beyond these legal guidelines. And third, remember that e-mail messages are documents that should conform to these guidelines.

DOCUMENT MANAGEMENT POLICY

For each document, add its location or where it is stored.

All documents will be stored at the Founding President's address until such time as an established business office is necessary. Electronic data will also be stored on an external hard drive and backed up to the cloud regularly.

Accounts payable ledgers and schedules: 10 years

Accounts receivable ledgers and schedules: 10 years

Audit reports of accountants: Permanently

Bank statements: 10 years

Capital stock and bond records – ledgers, transfer payments, stubs showing issues, record of interest coupon, options, etc.: Permanently

Cash books: 10 years

Checks (canceled, with exception below): 10 years

Checks (canceled, for important payments; i.e., taxes, purchase of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction]): Permanently

Contracts and leases (expired): 10 years

Contracts and leases still in effect: Permanently

Correspondence, general: 4 years

Correspondence (legal and important matters): Permanently

Depreciation schedules: 10 years

ARC International Corporation



Donation records of endowment funds and of significant restricted funds: Permanently

Donation records, other: 10 years

Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.

Duplicate deposit slips: 10 years

Staff personnel records (after termination): 7 years

Employment applications: 3 years

Expense analyses and expense distribution schedules (includes allowance and reimbursement of board/staff/volunteers, officers, etc., for travel and other expenses: 10 years

Financial statements (end-of-year): Permanently

General ledgers and end-of-year statements: Permanently

Insurance policies (expired): Permanently

Insurance records, current accident reports, claims, policies, etc.: Permanently

Internal reports, miscellaneous: 3 years

Inventories of products, materials, supplies: 10 years

Invoices to customers: 10 years

Invoices from vendors: 10 years

Journals: 10 years

Minute books of Board of Directors, including Bylaws and Articles of Incorporation: Permanently

Payroll records and summaries, including payments to pensioners: 10 years

Purchase orders: 3 years

Sales records: 10 years

Scrap and salvage records: 10 years

Subsidiary ledgers: 10 years

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Tax returns and worksheets, revenue agents, reports, and other documents relating to determination of tax liability: Permanently

Time sheets and cards: 10 years

Voucher register and schedules: 10 years

Volunteer records: 3 years