

POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
CODE OF CONDUCT & ETHICS		Steve Bent, Executive Director
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
10/13/18	NA	Board, Staff, Volunteers

IAWP’s policy is to uphold the highest legal, ethical, and moral standards. Our members support IAWP because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

IAWP will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect. In general, the use of good judgment based on high ethical principles will guide directors, officers, and employees with respect to lines of acceptable conduct. However, if a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of any association officer. In all questions involving ethics and conduct, the board will make relevant determinations, except that any individual whose conduct is at issue will not participate in such decisions.

We, (staff and board members), dedicate ourselves to carrying out the mission of this organization. We will do the following:

1. Recognize that the chief function of IAWP at all times is to serve the best interests of our members.
2. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
3. Respect the structure and responsibilities of the board, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board.
4. Keep the membership informed about issues affecting it.
5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
6. Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.
7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization’s mission.

IAWP POLICY: Code of Conduct

8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
9. Avoid any interest or activity that is in conflict with the conduct of our official duties.
10. Respect and protect privileged information to which we have access in the course of our official duties.
11. Strive for personal and professional excellence and encourage the professional developments of others.

It is the intent of IAWP to strive for the highest ethical conduct from all board and staff. In an effort to achieve the highest standards of conduct, each officer, key staff member, and board member is requested to acknowledge (by signing) the following adopted Code of Ethics by _____ each year. This acknowledgement will be kept on file in the human resource department. All officers, key staff members, and members of the board of IAWP are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.

In support of IAWP's standards of high ethical conduct, each officer, key staff member, and board member WILL NOT:

1. Deceive, defraud, or mislead IAWP board members, officers, staff members, managers, supervisors, or other associates, or those with whom IAWP has business or other relationships
2. Misrepresent IAWP in any negotiations, dealings, contracts, or agreements
3. Divulge or release any information of a proprietary nature relating to IAWP's plans, mission, or operational databases without appropriate approval
4. Obtain a personal advantage or benefit due to relationships established by any officer, senior staff member, or board member by use of the organization's name
5. Accept individual gifts of any kind in excess of \$50.00, in connection with the officer's, key staff member's, or board member's relationship with IAWP. All such gifts are to be reported to the chief financial officer who shall divulge gifts received during the calendar year to the audit committee
6. Engage in unethical business practices of any type
7. Use IAWP property, financial resources, or services of IAWP personnel for personal benefit

Violate any applicable laws or ordinances Infractions of this Statement of Personal and Professional Standards of Conduct are to be reported directly to any member of the audit committee who shall, in his or her determination, bring the infraction to the full executive committee.

Signature _____ Date _____

Name (please print) _____

POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
CONFLICT OF INTEREST		Steve Bent, Executive Director
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
10/13/18	NA	Board, Staff, Volunteers

Members of the Board of Directors of the International Association of Workforce Professionals (IAWP), officers, volunteers, and key employees must act at all times in the best interests of IAWP. Members of the Board, officers, volunteers, and key employees shall disclose all potential and actual conflicts of interest to the Board of Directors and, as required, remove themselves from all discussion and voting on any related matter. Specifically, members of the Board, officers, volunteers, and key employees shall:

- Avoid placing self-interest or the interests of a third party above the interests of IAWP, and avoid the appearance of placing self-interest or the interests of a third party above the interests of IAWP;
- Refrain from using IAWP’s staff, services, equipment, materials, resources, or property for personal or third-party gain, and from representing to third parties that authority as a Board member extends any further than that which it actually extends;
- Not engage in any outside business, professional conduct, or other activities that may be directly or indirectly adverse to the interests of IAWP;
- Not solicit or accept gifts, gratuities, free travel, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment with respect to matters pertaining to IAWP without fully disclosing such an exchange to the Board of Directors;
- Provide goods or services to IAWP as a paid vendor to IAWP only after full disclosure to, and advance approval by, the Board of Directors, and pursuant to any related procedures adopted by the Board;
- Not persuade any employee of IAWP to leave the employ of IAWP or to become employed by any person or entity other than IAWP; and
- Not persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship with IAWP to terminate, curtail, or not enter into its relationship with IAWP, or to reduce any benefit that may be provided to IAWP with respect to such relationship.

This policy shall apply to the members of the IAWP Board of Directors, but also shall apply to all members of IAWP committees, task forces, and others in the IAWP governance structure, as well as to IAWP’s key employees. On an annual basis, all individuals to whom this policy shall apply shall be provided with a copy of this policy and required to complete and sign an acknowledgement and disclosure form prepared by the Board of Directors.



Acknowledgement and Disclosure Form

I have read the International Association of Workforce Professionals (IAWP) Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a member of the IAWP Board of Directors, an officer, volunteer, or a key employee of IAWP. If I become aware of any actual or potential conflicts of interest at any time following the submission of this form, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the IAWP Board of Directors or the Chief Executive Officer of IAWP in writing.

Disclosure of actual or potential conflicts of interest:

Do you receive compensation as an Officer, Director, committee member, task force member, or key employee of IAWP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other than reimbursement of reasonable expenses, have you received, or do you expect to receive more than \$10,000 per year from IAWP for services provided as an independent contractor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you received, or do you expect to receive any material financial benefit from IAWP in addition or apart from the benefits described in the above inquiries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does any family member receive compensation or material financial benefit from IAWP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a family relationship or business relationship with any current or former Officer, Director, or key employee of IAWP?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "Yes" to any of the above, please explain in a separate statement and attach with submission of this form.

Signature _____ Date _____

Name (please print) _____

POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i> NON DISCRIMINATION AND ANTI-HARASSMENT		<i>Written By:</i> Steve Bent, Executive Director
<i>Initial Approval:</i> 01/07/19	<i>Revision Date:</i> NA	<i>Applies To:</i> Board, Volunteers, Staff, Members

The International Association of Workforce Professionals (IAWP) is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, IAWP expects that all relationships will be business-like and free of bias, prejudice and harassment.

IAWP has developed this policy to ensure that all its volunteers can work in an environment free from unlawful harassment, discrimination and retaliation. IAWP will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of IAWP to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. IAWP prohibits any such discrimination or harassment.

RETALIATION

IAWP encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of IAWP to promptly and thoroughly investigate such reports. IAWP prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's membership, b) submission to or rejection of such conduct by an individual is used as the basis for membership decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender.

IAWP POLICY: Non Discrimination and Anti-Harassment

HARASSMENT

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all members, volunteers, and staff whether related to conduct engaged in by fellow volunteers or by someone not directly connected to IAWP (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable during IAWP conferences, meetings, events, and all other activities related to IAWP.

REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

IAWP encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Executive Director or any member of the Board of Directors. See the complaint procedure described below.

In addition, IAWP encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued.

COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Executive Director and/or a member of the Board of Directors (who will report the complaint to the entire Board).

IAWP encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly by a member of the Board of Directors (and results reported to the entire Board). The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

IAWP POLICY: Non Discrimination and Anti-Harassment

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, reassignment, temporary suspension, or termination, as IAWP believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
WHISTLEBLOWER		Steve Bent, Executive Director
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
01/07/19		Board and Staff

The International Association of Workforce Professionals (IAWP) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the IAWP we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

REPORTING RESPONSIBILITY

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that IAWP can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of IAWP's code of ethics or suspected violations of law or regulations that govern IAWP's operations.

NO RETALIATION

It is contrary to the values of IAWP for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of IAWP. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

REPORTING PROCEDURE

IAWP has an open door policy and suggests that employees and board members share their questions, concerns, suggestions or complaints with the Executive Director or member of the Executive Committee. If you are not satisfied with that response, you are encouraged to submit their concerns in writing directly to the Board of Directors. The Executive Director and Executive Committee members are required to report complaints or concerns about suspected ethical and legal violations in writing to the IAWP's Board of Directors, who has the responsibility to investigate all reported complaints.

COMPLIANCE

The IAWP Board of Directors is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Board of Directors will appoint a group of three to investigate the complaint and advise the Board of Directors of all complaints and their resolution.

ACCOUNTING AND AUDITING MATTERS

IAWP POLICY: Whistleblower

The IAWP Board of Directors shall immediately notify the Internal Review Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

ACTING IN GOOD FAITH

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

CONFIDENTIALITY

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

HANDLING OF REPORTED VIOLATIONS

The IAWP Board of Directors will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Adapted from: <https://www.councilofnonprofits.org/sites/default/files/Sample%20WhistleblowerPolicy%202.2010.pdf>

POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
BOARD TRAVEL		Grant Axtell, President (2018-19)
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
01/07/19	NA	Board of Directors

STATEMENT OF PHILOSOPHY

All reimbursable travel by, board members and others must be approved in advance, actually incurred, essential in achieving the goals of fulfilling the responsibility of IAWP, and conducted in the most economical and practical manner.

TRAVEL AUTHORIZATION

All official travel must be authorized in advance by the Executive Director, President, or Secretary-Treasurer. A person may not authorize their own travel.

LOWEST COST OPTION

Board members may choose their mode of travel (plane, car, train, bus, etc.), however, reimbursement will be limited to the lowest cost means of travel unless it is impractical or not available. Any exceptions must be documented and approved by the Executive Director or President prior to the travel arrangements being made or reimbursement will not be allowed.

TRAVEL ARRANGEMENTS

The Administrative Office will provide guidance on making travel arrangements including dates, times, locations, and hotels.

USE OF PRIVATELY-OWNED VEHICLE

The use of privately-owned vehicles may be authorized whenever it is more practical and/or cost effective than transportation by common carrier. Privately-owned vehicles shall be covered by liability and property damage insurance provided by the owner of the vehicle.

The cost of transportation by private vehicle shall be paid at the IRS Standard Mileage Deduction Rate. The Administrative Office shall update the mileage on the travel voucher January 1 of each year.

Allowable mileage shall be computed according Google Maps or a similar tool.

Vehicle parking fees are an allowable expense while on official IAWP business; this includes airport parking. Receipts parking fees must be attached to the travel expense voucher for reimbursement. Parking expense should be at the most reasonable expense (i.e. self-parking vs. valet parking.)

LODGING

The actual cost of lodging plus applicable tax will be reimbursed to the traveler, as long as the cost is not unreasonable or exorbitant.

IAWP POLICY: Board Travel

Original receipts for all lodging must be attached to the travel expense voucher for reimbursement. Any exception to this procedure must have supporting documentation attached to the travel expense voucher. When possible, hotel expenses should be placed on a master account and billed to IAWP.

PER DIEM

Per Diem is defined as the reimbursements for meals, meal gratuities, and fees and tips give to porters, baggage carriers, bellhops, and hotel maids, when there is an overnight stay. Per Diem reimbursement is paid based at the following rates:

Total Daily Per Diem Allowance <i>Effective 08/01/15</i>	
\$56.00	Total Daily Per Diem Allowed

Partial Per Diem Allowance		
Breakfast	\$12.00	Departure time is 7:00 AM or before; return time is 8:00 AM or after
Lunch	\$19.00	Departure time is 11:00 AM or before; return time is 2:00 PM or after
Dinner	\$25.00	Departure time is 5:00 PM or before; return time is 7:00 PM or after

The destination, time and date of departure and return must be shown on the travel voucher for each trip. Reimbursement will not be made for meal expenses when the traveler left earlier than reasonably necessary to meet a common carrier's recommended pre-departure time. Reimbursement will not be made for meals when there is no overnight stay.

Continental breakfast provided by a hotel/meeting facility and meals provided by common carriers need not be deducted from the per diem allowance. Meals provided as part of a meeting, conference, or training will substitute the travelers per diem or meal expense and will not be reimbursed. Travelers who attend a conference or training must attach a copy of the program to the travel claim voucher showing the educational and meal events.

MISCELLANEOUS EXPENSES

With supporting documentation, expenses for certain miscellaneous items are reimbursable if incurred in the official conduct of IAWP business. Necessary miscellaneous expenses, for which receipts may not be available, may be reimbursed upon certification by the traveler.

The following items will be reimbursed if adequate documentation/receipts are provided:

- Ground transportation and parking costs necessary to conduct official IAWP business while in authorized travel status;
- The cost of checking one non-oversized, non-overweight bag to the destination and return;
- Telephone calls, including one personal telephone call per day by the traveler, limited to ten (10) minutes. In the case of a family emergency or unusual circumstance, personal calls of longer duration may be approved by the Executive Director or President. Calls must be included and documented on the hotel bill; and

IAWP POLICY: Board Travel

- Registration fees which are required as admittance or attendance fees for official participation in conference, conventions, or other meetings.
- Business-related expenses that are necessary for the transaction of IAWP business. These expenses must be pre-approved by the Executive Director or President.

NON-REIMBURSABLE EXPENSES

The following are non-reimbursable expenses:

- Expenses of a personal nature incurred for the convenience of the traveler, including travel by indirect routes or stop-overs for personal reasons, or leaving earlier or returning later than necessary unless the traveler sufficiently documents that the costs are no more than the costs would have been without the indirect route, personal stopover or arrival/departure time earlier/later than needed;
- Per Diem and meal expenses when an overnight stay is not required;
- Travel to the Workforce Development Conference, board meeting immediately before and after the conference;
- Expenses for alcoholic beverages;

TRAVEL AWARDS

Travel awards and benefits such as frequent flyer miles awarded as a result of IAWP travel will become the property of the traveler and will not be claimed by IAWP.

ADVANCES

It is not the general practice of IAWP to provide travel advances to those traveling on official IAWP business. However, the association does realize situations arise and lack of funds should not prevent anyone from traveling on official business. The preferred solution is for the Administrative Office to pay for as many costs using the association credit card as possible. If an additional advance is still required, a request must be made by email to the Executive Director or President at least 13 days prior to the start of travel for approval. The email must outline why the advance is required as well as how the advance will be spent. A travel voucher must be submitted at the conclusion of travel and include the advance.

REIMBURSEMENT OF EXPENSES

Travelers must document and submit travel related expenses using the IAWP Travel Voucher within thirty (30) days of returning from the travel. Expenditures for travel paid by the IAWP credit card are not reimbursable to the traveler. A listing of all travel-related expenditures paid through the IAWP credit card must accompany the Travel Voucher.

Expenses exceeding those outlined in this policy must have just cause and documentation and be approved by the Executive Director or President prior to reimbursement.

POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
INVESTMENT		Mikell Fryer, President (2013-15)
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
09/2013	NA	Board, Secretary/Treasurer, Executive Director

All withdrawals from the International Association of Workforce Professionals (IAWP) investment accounts must be approved by a two-thirds (2/3) vote of the board of directors. The approved amount and purpose for withdrawal will be documented in official board of directors' minutes.

All requests for withdrawal must be made in writing on IAWP letterhead and signed by the President and Secretary-Treasurer. The broker will be provided a list of authorized signees annually after approved board elections or when these two officers change. A copy of the board minutes approving the withdrawal will accompany any letter requesting a withdrawal of funds and checks will be made out to IAWP.

The IAWP Secretary-Treasurer will have access to monthly statements of all investment accounts to review for any unusual activity.

POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
FINANCE		Grant Axtell, Secretary/Treasurer (2013-15)
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
09/2013	01/07/19	Board, Secretary/Treasurer, Executive Director

BUDGET

The budget is used to direct and authorize all association expenditures made by the administrative office.

IAWP leadership drafts a new budget annually and presents it in the winter to the Board of Directors for approval. The budget is based on income projections, known expenses, and budget requests. The budget is built using historical data from, at minimum, the previous three fiscal years taking into account trends in both income and expenses. In addition, the president discusses committee initiatives for the following year with chairs and includes cost projections in the preliminary budget.

The budget contains several functional categories. Each functional category may contain detailed line items. Because some categories cover planned expenditures for several committees and their activities, the association limits bottom-line budget authority only to designated line items. Each year the budget will include a contingency line item for ordinary expenses outside the budget. Board approval is required to spend contingency funds.

ADDITIONAL FUNDS AND ACCOUNTS

In addition to the association’s checking account, the following accounts will be maintained:

Petty Cash: The Administrative Office will maintain petty cash of \$50 at the office in a locked box. Petty cash is a small amount of cash on hand that is used for paying small amounts owed, rather than writing a check. All expenses must be documented and submitted to the Secretary/Treasurer monthly. When the cash in the petty cash fund is low, the administrative office requests a check to be cashed in order to replenish the cash that has been paid out. Petty cash will be included in the balance sheet provided to the board as part of the financial report at each board meeting.

Sweep Account: A reserve account at the same financial institution as the checking account. The account provides quick access to cash should the association need it to pay bills or take on a special activity as approved by the board. Transfer of funds from the sweep account to the checking account must be approved and documented by the Secretary/Treasurer with a report to the board at the next scheduled meeting. The sweep account will be included in the balance sheet provided to the board as part of the financial report at each board meeting.

IAWP POLICY: Finance

Investment Portfolio: The association has an investments portfolio, which is managed by an investments firm. In order to effectively monitor the investments, the administrative office will track the investments monthly and will provide the Secretary/Treasurer monthly statements to monitor the investments. Investment accounts will be included in the balance sheet provided to the board as part of the financial report at each board meeting.

APPROVAL OF PAYMENTS

The Board of Directors grants signing authority for financial transactions and payments to the Secretary/Treasurer and Executive Director.

The Board of Directors grants signing authority for contracts to the Executive Director. Contracts over \$3500 must be approved by the Board of Directors or the Executive Committee.

REIMBURSEMENTS

Board members may need reimbursements for postage, telephone, telegrams, or fax to carry on official association business. Normally these expenditures are limited to the approved budget amounts and can be covered by using association calling cards or regular procedures for centralized mailings through the administrative office. Whenever possible, use association-issued calling cards for telephone and fax, and send material to the administrative office for duplication and mailings (include distribution instructions). Staff charges these expenditures to the budget's appropriate line item. If reimbursement is necessary, contact the administrative office for the appropriate reimbursement form.

POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
DOCUMENT RETENTION		Steve Bent, Executive Director
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
01/07/19	NA	Board, Officers, Staff, Volunteers

GENERAL

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the International Association of Workforce Professionals (IAWP) documents and records.

IAWP’s staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by (fill in the blank based on the organization’s practices);
- b. All other paper documents will be destroyed after three years;
- c. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified); and
- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

Record Retention

The following table, adapted from the National Council of Nonprofits, indicates the minimum requirements in determining a non-profit document retention policy.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period

IAWP POLICY: Document Retention

Type of Document	Minimum Requirement
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Determination letter for income tax exemption	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

The corporate records of the International Association of Workforce Professionals (IAWP) shall be maintained in the IAWP Administrative Office, 3267 Bee Caves Road Suite 107-104 Austin, Texas 78746.

POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
DISCLOSURE		Steve Bent, Executive Director
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
01/07/19	NA	Board of Directors, Staff, Committees

The Board, Executive Committee, other committee members and staff of the International Association of Workforce Professionals (IAWP) manage and have access to confidential information that must stay within the organization. Confidential information includes, but is not limited to:

- Members
- Supporters
- Partners
- Employees
- Marketing processes
- Financial information, which includes campaign contributions, current and future business plans, our computer and software systems and processes, personnel information, and associated documents.

To protect the confidentiality of fellow members, employees and the organization, no information concerning other members, employees or IAWP business is to be discussed with anyone except when necessary for the purpose of daily business. Care shall be exercised to be certain that unauthorized individuals do not overhear discussion of confidential information. Directors, other committee members and employees of IAWP understand and agree that during their service and/or employment they may obtain information and documents which are confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of service or employment. The following policies apply to members of the IAWP board, Executive Committee, employees, and to members of committees authorized by the board.

IAWP board, Executive Committee, other committee, and staff members shall not disclose to anyone outside of IAWP the statements, positions, or votes by any board or committee member on actions taken by the board or its committees. Only in extraordinary situations will a board or committee member disclose his or her position or vote on a board or committee action, and only after advising the President before making such a disclosure.

Executive Sessions: The minutes of either a board meeting or Executive Committee meeting shall indicate when the body goes into executive session. When the board or Executive Committee takes an action in executive session that needs to be recorded, the Secretary will provide any such text that is to be included in the official minutes of the meeting. No other information regarding the executive session shall be disclosed.

IAWP POLICY: Disclosure

Board and Executive Committee Agendas and Staff Packets: The packets prepared for the board, Executive Committee, and staff is confidential and should be treated as an internal document restricted to IAWP use. No portion of the agenda may be shared, in written or oral form, with any individual or with any organization outside of IAWP. Exceptions may be made only with the consent of the board.

Personal Information on Staff, Committee, and Board Members: The home addresses, telephone numbers, fax numbers, and e-mail addresses of board, committee, and staff members are not to be given out to any individual or organization without the express permission of the person to be disclosed.

Information on Members and Prospects: All information obtained about members and prospective members will remain confidential and not discussed or provided to any individual other than another member, board member or staff member. The IAWP Membership Directory is a direct benefit of membership and is not intended to be distributed to anyone outside of the association. The home addresses, telephone numbers, fax numbers or e-mail addresses of members are not to be given out to anyone outside of the association without the express permission of the person to be disclosed.

When a member requests that his or her sponsorship or contribution be treated as anonymous, the member's wishes are to be honored by both board, Executive Committee and staff members.

All members and staff shall adhere to the principle that information created by, or on behalf of, IAWP is the property of IAWP and shall not be transferred or utilized except on behalf of IAWP. Any such director, committee member or staff member that divulges confidential or privileged information, whether during or after his/her term of service or employment, is subject to appropriate discipline, including dismissal. Directors, committee members and staff recognize that IAWP has a proprietary interest in any such information and/or documents and would be irreparably damaged as a result of any disclosure or dissemination thereof.

STATEMENT OF UNDERSTANDING AND AGREEMENT

I am aware that, during the course of my service or employment, confidential information will be made available to me. Further, I understand that this information is proprietary and critical to the success of IAWP and may not be distributed or used outside of IAWP premises or with non-IAWP individuals. I hereby confirm that I have received a copy of the Confidentiality Policy and agree to abide by the guidelines set forth therein.

Signature _____ Date _____

Name (please print) _____

POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

Name:		Written By:
Annual Statement		Steve Bent, Executive Director
Initial Approval:	Revision Date:	Applies To:
01/07/19	NA	Board of Directors, Employees, Committees

The IAWP Standing Rules, Policies, and Procedures require that each director, officer, employee, and member of a committee with Board delegated powers, including all administrative and standing committees, annually sign a statement which affirms such person:

- Has received a copy of the IAWP Bylaws and Standing Rules, Policies, and Procedures as well as other applicable manuals and handbooks, and all applicable policies including, but not limited to: ethics, conflict of interest, and code of conduct;
- Has read and understands each document and policy; and
- Acknowledges compliance with the documents and policies.

In addition, those in positions listed above will complete an annual training provided by IAWP which covers, at minimum, an overview of legal and ethical responsibilities of those serving IAWP.

Submission of the signed annual statement and completion of the training are required prior to the first meeting of the board or committee in an administrative year.

The IAWP Administrative Office will make required documents and training available by June 1 each year.



ANNUAL STATEMENT

I have read and understand the International Association of Workforce Professionals (IAWP) Bylaws and Standing Rules, Policies and Procedures. In addition, I have read and understand the following policies:

- Code of Conduct
- Conflict of Interest
- Non Discrimination and Anti-Harassment
- Whistleblower
- Travel
- Document Retention
- Disclosure

I have read and understand the IAWP Conflict of Interest Policy and agree to comply fully with its terms and conditions at all times during my service as a member of the IAWP Board of Directors, an officer, volunteer, or a key employee of IAWP. If I become aware of any actual or potential conflicts of interest at any time following the submission of this form, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the IAWP Board of Directors or the Chief Executive Officer of IAWP in writing.

Disclosure of actual or potential conflicts of interest:

Do you receive compensation as an Officer, Director, committee member, task force member, or key employee of IAWP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other than reimbursement of reasonable expenses, have you received, or do you expect to receive more than \$10,000 per year from IAWP for services provided as an independent contractor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you received, or do you expect to receive any material financial benefit from IAWP in addition or apart from the benefits described in the above inquiries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does any family member receive compensation or material financial benefit from IAWP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a family relationship or business relationship with any current or former Officer, Director, or key employee of IAWP?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "Yes" to any of the above, please explain in a separate statement and attach with submission of this form.

By signing below, I agree to abide by the IAWP Bylaws and Standing Rules, Policies, and Procedures as well as all applicable policies.

Signature _____

Date _____

Print Name _____

Position _____