**ANNUAL CONFLICT OF INTEREST DISCLOSURE FORM**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_Director \_\_Officer \_\_Staff

The purpose of Shepherd’s Heart Ministry’s Conflict of Interest Policy is to protect this tax-exempt organization’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director, officer, or staff member. (Reference full Conflict of Interest Policy in Board of Directors Handbook.)

Conflicts of interest can arise any time your role at the foundation intersect with outside roles or relationships, creating the potential for you (or an individual or entity closely related to you) to personally benefit from the foundation directly or indirectly.

As the foundation engages in relationships with outside entities the board will determine if a connection between you and that entity is a conflict and, if so, whether it is material enough to be of practical importance. If it is, you understand that although you may offer information to the board, you will recuse yourself from final discussion and from voting on that matter.

Therefore, please disclose below any relationships, positions or circumstances in which you are involved that could contribute to a conflict of interest. Such relationships, positions or circumstances might include service as a trustee or consultant to a nonprofit organization, or ownership of a business that might provide goods or services to the foundation or a grantee. Please use additional pages as needed.

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Signed Dated

**Whistleblower Policy**

This policy is intended to encourage Board members, staff (paid and volunteer), and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

1. The Whistleblower should promptly report the suspected or actual event to his/her supervisor.
2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Board committee or member.
3. The Whistleblower can report the event with his/her identity or anonymously.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
5. A Whistleblower who makes a report that is not done in good faith is subject to discipline including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.
6. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of board or employee status.
7. Crimes against person or property such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
8. Supervisors, managers and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.
9. The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition, or resolution of the issue.
10. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblowers satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

**RECORD RETENTION POLICY**

**GENERAL**

Shepherd’s Heart Ministry seeks to ensure that its documents are secure, accessible, maintained, and destroyed in accordance with business practices that meet both the legal and practical requirements applicable to Shepherd’s Heart Ministry.

Shepherd’s Heart Ministry’s staff should devise and implement policies designed to preserve the appropriate safety and confidentiality of documents in Shepherd’s Heart Ministry’s possession.

**MANAGEMENT AND RETENTION OF OFFICE DOCUMENTS**:

Documents should be maintained at Shepherd’s Heart Ministry’s office to preserve their security and usefulness to the Ministry. Staff should prepare a list locating documents within the Ministry’s office. Appropriate security should be considered when originals or copies are removed from the office. When copies of documents containing confidential or private information are given to board members or others, Shepherd’s Heart Ministry staff should take caution to assure appropriate disclosure and eventual destruction of the information.

Documents should be maintained at minimum until the end of the retention period and destroyed properly and with safety precautions when discarding.

DISCARDING AND DESTROYING OFFICE DOCUMENTS

Staff should establish and follow a procedure to discard or destroy documents.

The procedure should ensure that:

* The documents have reached the end of their retention period and are no longer useful to the conduct of the Ministry’s business.
* The documents are not related to an investigation or inquiry by legal authority outside the Ministry.
* A record is kept identifying retention period and authorization to discard materials is recorded
* The documents are destroyed in an appropriate manner. For destruction, sensitive documents such as those containing financial, personal, or account information should be irreversibly destroyed with no reasonable risk of the information being recovered.