

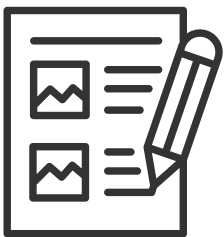
# Board Policies Overview

Board policies are the operational guidelines for how your Board should operate. The purpose of policies is to protect and steer the Board as they fulfill the mission of the organization. They are a reference tool for appropriate action, ethical decision making, and for dealing with potential or actual conflicts. Policies can paraphrase a law, explain a procedure, clarify a principle, or express a desired goal. Many difficult situations can be avoided if an appropriate policy is already in place to serve as a reference.

The Secretary or a designated staff member is responsible for keeping all Board policies easily accessible and up-to-date. This manual is also an excellent tool for new Board member orientation. Some of the basic nonprofit policies and procedures have to do with conflict of interest, confidentiality, whistleblower, code of ethics, anti-harassment, and records retention and destruction, all of which are important to have in place to ensure your organization is protected.

## Bylaws

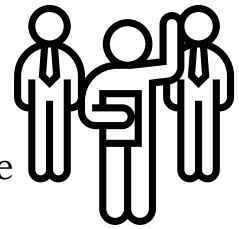
The primary policies for an organization's Board should be found in its Bylaws. These policies define the role of the Board members, how they are elected, how they function during Board meetings, and how their work is structured.



Also, the Bylaws clarify how amendments are made to the original document. Bylaws are an evolving document that needs to be reviewed by the Board on a regular basis. However, Bylaws normally only create the very basic structure for the Board's operative functioning. This document should not be cluttered with every conceivable rule and recommendation.

## Board Commitment Agreement

It's important that each person on the Board is clear on what is expected of them regarding meeting attendance, fundraising, etc. Violated expectations are painful for all involved. A clear Board Commitment Agreement is key to ensuring everyone is on the same page and should be presented to a Board candidate during the recruitment process.



Serving on a Board involves a legal, ethical and moral commitment. Board members are accountable in three areas: responsible governance, principles of commitment, and financial responsibility. (See *sample policy*)

## Conflict of Interest Policy

Often people are unaware that their activities or personal interests are in conflict with the best interests of the nonprofit, so a goal for many organizations is to simply raise awareness, and encourage disclosure and discussion of anything that MAY be a conflict. A policy on conflicts of interest should (a) require those with a conflict (or who think they may have a conflict) to disclose the conflict/potential conflict, and (b) prohibit interested Board members from voting on any matter in which there is a conflict.

This policy should be signed by each Board member, staff member and volunteer when they first join the organization, and then be reviewed and signed again annually.

Minutes of Board meetings should reflect when a Board member discloses that s/he has a conflict of interests and how the conflict was managed, such as that there was a discussion on the matter without the Board member in the room, and that a vote was taken but that the “interested” Board member abstained (Board members with a conflict are “interested” – Board members without a conflict are “disinterested”).

**Warning:** Conflicts that are not managed can result in significant penalties, called "intermediate sanctions," assessed against the person who benefits, as well as against the organization. (See *sample policy*)

## **Confidentiality Policy**

Maintaining confidentiality is one of the fiduciary responsibilities that every Board member has. During their Board work, Board members sometimes have access to personal or sensitive information about the staff, volunteers and fellow Board members. Sensitive information may include health, employment, finances or other personal information. In keeping with their fiduciary duties, Board members should not disclose information that they've received as part of their position on the Board. A confidentiality policy clarifies expectations for Board members and explains the context of how to apply it. It will be easier for Board members to fulfill this responsibility when they have a formal, written policy to rely on. *(See sample policy)*

## **Code of Ethics**

A Code of Ethics is a set of principles or values that guide the actions of the organization and its people. The purpose of adopting a code of ethics is to provide the Board, employees and volunteers with guidelines for ethical behavior and decision making. A code of ethics should be tailored to your organization's unique mission and activities and should be known by your staff, volunteers and Board. *(See sample policy)*

## **Gift Acceptance Policy**

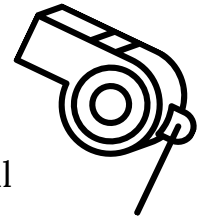
A written gift acceptance policy can help manage the expectations of donors, (while treating them with respect) and also serve as guidance for Board and staff members who are either on the asking, or receiving, end of contributions. *(See sample policy)*

The most significant reasons to adopt a gift acceptance policy include:

- Accepting some types of gifts may run counter to the nonprofit's values - so a gift acceptance policy can be useful to underscore why the nonprofit cannot accept the gift.
- Some gifts may lead to legal obligations that the nonprofit is not otherwise ready to handle. Example: Gifts of real property may raise property tax issues; gifts of motor vehicles or boats may raise issues about disposal of hazardous waste or licensing issues.
- The nonprofit may simply not be equipped to either use, maintain or dispose of certain types of gifts (such as donations of outdated computers).
- The IRS Form 990 asks whether a nonprofit has a "gift acceptance policy" and requires nonprofits that respond "Yes" to complete Schedule M, as well as report any non-cash contributions/in-kind gifts.

## **Whistleblower Policy**

Establishing a whistleblower policy is a regulatory issue as the IRS Form 990 asks if the organization has adopted this policy. The purpose of a whistleblower policy is to protect an employee from being fired in a situation where they chose to report misconduct within the organization. Whistleblower policies prevent fraudulent behavior in all types of organizations.



The policy should consist of a written process where the organization will deal with employee or volunteer complaints while alleviating any concerns over retaliation to the reporting employee. A whistleblower policy encourages staff and volunteers to come forward with credible information on illegal practices or violations of adopted policies of the organization, specifies that the organization will protect the individual from retaliation, and identifies those staff or Board members or outside parties who the information can be reported to. *(See sample policy)*

## **Records Retention and Destruction Policy**

A document retention and destruction policy identifies the record retention responsibilities of staff, volunteers, Board members, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records. IRS highlights this on the IRS Form 990 by asking whether the filing nonprofit has adopted a written record retention policy. State and federal laws also list records retention as a requirement for receiving grants. Nonprofit auditors will check to see that the organization is meeting state and federal levels of requirement for grant monies. *(See sample policy)*

## **Anti-Harassment and Anti-Discrimination Policy**

Physical, verbal, emotional, and sexual harassment can occur in any setting, even in the Boardroom. Nonprofit leaders should be proactive about preventing and addressing harassment in all forms. Nonprofit Board directors can face legal liability for failing to protect employees and volunteers from harassment, illegal discrimination, or retaliation for complaining about any type of harassment. *(See sample policy)*

## Diversity, Equity and Inclusion (DEI) Commitment Statement

Many Boards are developing a DEI commitment statement in which the board affirms their commitment to diversity, equity, and inclusion. Diversity, equity, and inclusion are distinct but interrelated concepts. There are many diversity policies, equity policies, and inclusion policies, each with their own specific objectives and means of being carried out that nonprofit organizations can put in place.



However, there's not really one, simple DEI policy that works for all organizations.

Boards should consider engaging in a facilitated discussion to clarify and confirm their commitments first, and after they reach agreement, include them in a manual and/or share them publicly.

*(See sample statement)*

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Nonprofit governance policies, like an organization's Bylaws, are living documents that should be reviewed and revised regularly throughout the organizations life cycle. The IRS also has an interest in whether certain policies are in place and asks about them on the Form 990. While there is no legal requirement under the tax law that nonprofits adopt these policies, organizations that report they do not have them may be more likely to be subjected to an IRS audit or compliance check.

## Sample Board Member Job Description and Commitment Form

Members of the Mickey Mouse Foundation Board of Directors work with the President/Executive Director and staff to provide expertise and guidance to the organization. Board members' efforts are focused on matters which will have the greatest impact on the organization and on the policies related to accountability, quality of service and long-term stability.

Serving on the Mickey Mouse Foundation Board of Directors involves a legal, ethical and moral commitment. Board members are accountable in three areas: responsible governance, principles of commitment, and financial responsibility.

A board member shows responsible governance as follows:

- Reads and has knowledge of the organization Articles of Incorporation and Bylaws, and pursues first-hand knowledge about the organization's services
- Ensures effective strategic planning and reviews organizational reports and activities to identify potential issues threatening the health of the Mickey Mouse Foundation
- Avoids self-dealing and conflicts of interest

A Board member acts on principles of commitment as follows:

- Regularly attends all board and committee meetings and calls the board/committee chair or director when they cannot attend
- Keeps informed of general organizational activities
- Reads monthly minutes and reports
- Maintains confidentiality in all Board matters
- Cares for the organization, its staff, and clients
- Has long-term vision for the organization

A Board member accepts fiduciary responsibility as follows:

- Acts to ensure the long-term financial stability and viability of the organization such as: oversight of investments, real estate, and income and expenses
- Pursues financial partners for the organization

Board member responsibilities:

- Serve a 2-year term of office. Can serve two additional 2-year terms for a total of 6 years. *(Alternatively, the service commitment can be 3 year terms for a total of 9 years or the additional terms for re-election could be only 1 additional term)*
- Serve on at least 1 standing committee
- Volunteer at events/activities throughout the year
- Attend board meetings (in person, phone or video conference), normally held every two months (5/6 attendance required)
- Attend the required Board retreat when scheduled, along with Board trainings
- Be a community ambassador for Mickey Mouse Foundation and its mission.
- Support the Mickey Mouse Foundation’s financial goals through assisting in fundraising activities or personal financial contributions to “give or get” \$5,000 per year in donations.

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Signature

Date

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Print Name

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Board Chair Signature

Date

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Print Name

## Sample Conflict of Interest Policy

In the event that any Officer, Director, Committee Member, or Employee of Mickey Mouse Foundation or immediate family member of same shall have any direct or indirect interest in, or relationship with, any individual or organization which proposes to enter into a transaction with Mickey Mouse Foundation including but not limited to, transactions involving:

- The sale, purchase, lease, or rental of any property or other asset;
- Employment, or the rendering of services, personal or otherwise;
- The award of any grant, contract, or subcontract;
- The investment or deposit of any funds of the organization;
- Other activities from which one might derive a personal or business benefit.

Such persons shall give the Board of Directors notice of such interest or give notice of such conflict of interest at the beginning of the discussion and thereafter refrain from discussing or voting on the particular transaction in which he or she has an interest or otherwise attempting to exert any influence on Mickey Mouse Foundation, its Board of Directors, or its committees, to affect its decision to participate or not participate in such transactions. The minutes of the meeting shall reflect that a disclosure was made, and the abstention from discussion and voting on a particular transaction.

This policy shall be called to the attention of the Board of Directors, each committee, and each employee of Mickey Mouse Foundation. A copy of this statement shall be signed by each Officer, Director, Committee Member, and Employee of Mickey Mouse Foundation and filed accordingly for any future reference.

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Signature

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Date

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Print Name



## Sample Confidentiality Policy

It is the policy of Mickey Mouse Foundation that board members and employees of Mickey Mouse Foundation may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with Mickey Mouse Foundation to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom Mickey Mouse Foundation has authorized disclosure. Board members and employees shall use confidential information solely for the purpose of performing services as a board member or employee for Mickey Mouse Foundation. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members and employees should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speakerphones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a board member's term in office or upon the termination of an employee's employment, he or she shall return, at the request of Mickey Mouse Foundation, all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession.

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Signature

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Date

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Print Name

# Sample Code of Ethics Policy

## **I. Personal and Professional Integrity**

All staff, board members and volunteers of the organization act with honesty, integrity, and transparency in all their dealings with each other and as representatives of the organization. The organization promotes a working environment that values respect, fairness, integrity, and collaboration.

## **II. Support of Mission**

The organization has a clearly stated mission and purpose, approved by the board of directors, in pursuit of the public good. All its programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the organization and are of value to the society at large.

## **III. Governance and Accountability**

The organization has an active board of directors that is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization. The board of directors:

- Exercises reasonable care, good faith, loyalty and due diligence in organizational affairs;
- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed for the protection and benefit of the organization;
- Ensures that the organization conducts all transactions and dealings with integrity and honesty;
- Ensures that the organization promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that the organization is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
- Ensures that the resources of the organization are responsibly and prudently managed; and,
- Ensures that the organization has the capacity to carry out its programs effectively.

#### **IV. Legal Compliance**

The organization is knowledgeable of and complies with all applicable laws, regulations, and international conventions.

#### **V. Financial Stewardship**

The organization manages its funds responsibly and prudently. This includes the following considerations:

- It spends a reasonable percentage of its annual budget on programs in pursuit of its mission;
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- It compensates staff, and any others who may receive compensation, reasonably and appropriately;
- It has reasonable fundraising costs, recognizing the variety of factors that affect such costs;
- It ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
- It ensures that financial reports are complete and accurate in all material respects.

#### **VI. Transparency and Disclosure**

The organization provides comprehensive and timely information to the public and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as the Form 990, reviews and compilations, and audited financial statements will be posted on the organization's website or otherwise made available to the public. All financial, organizational, and program reports will be complete and accurate in all material respects.

#### **VII. Program Evaluation**

The organization regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The organization is committed to improving program and organizational effectiveness and

develops mechanisms to promote learning from its activities in the field. The organization is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

### **VIII. Inclusiveness and Diversity**

The organization has a policy of promoting inclusiveness and diversity in its staff, board, and volunteers in order to enrich its programmatic effectiveness. The organization takes meaningful steps to promote inclusiveness and diversity in its hiring, retention, promotion, board recruitment and constituencies served.

### **IX. Fundraising**

In raising funds from the public, organizations will respect the rights of donors, as follows:

- To be informed of the mission of the organization, the way the resources will be used and it's capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on the organization's board of directors and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the organization's most recent financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgment and recognition;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To expect that all interactions with individuals representing the organization will be professional in nature;
- To have the opportunity for their names to be deleted from mailing lists that the organization may intend to share; and
- To feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Print Name \_\_\_\_\_

# Sample Gift Acceptance Policy

## SAMPLE #1

1. Mickey Mouse Foundation solicits and accepts gifts that are consistent with its mission and that support its core programs, as well as special projects.
2. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, subject to the following limitations: [describe limitations here, such as delivered to the agency, new or nearly new condition, proof of ownership.]
3. Gifts of Real Property, Personal Property or Securities may only be accepted upon approval of the [name of appropriate reviewing body, such as the nonprofit's Finance Committee].

## SAMPLE #2

1. Mickey Mouse Foundation solicits and accepts gifts that are consistent with its mission.
2. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitations.
3. In the course of its regular fundraising activities, Mickey Mouse Foundation will accept donations of money, real property, personal property, stock, and in-kind services.
4. Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for Mickey Mouse Foundation. Examples of gifts which will be subject to review include gifts of real property, gifts of personal property, and gifts of securities.

*These sample policies are shared for educational purposes only and should not be considered legal advice for any specific situation.*

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Signature

Date

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Print Name

## **Sample Whistleblower Protection Policy**

Mickey Mouse Foundation 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 Mickey Mouse Foundation, 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 Mickey Mouse Foundation 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 Mickey Mouse Foundation's code of ethics or suspected violations of law or regulations that govern Mickey Mouse Foundation's operations.

### **No Retaliation**

It is contrary to the values of Mickey Mouse Foundation 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 Mickey Mouse Foundation. 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**

Mickey Mouse Foundation has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with [insert here another title, such as Executive Director, or a Board member, if the organization is very small and involving the Board would be appropriate]. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Mickey Mouse Foundation's [Compliance Officer] [or designated employee or Board

member], who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or the organization's Compliance Officer [or other designated person].

### **Compliance Officer [or other title that is appropriate for your organization]**

The Mickey Mouse Foundation's [Compliance Officer] is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the [Executive Director and/or the Board of Directors] of all complaints and their resolution and will report at least annually to the [Treasurer/Chair of the Finance Committee/Audit Committee] on compliance activity relating to accounting or alleged financial improprieties.

### **Accounting and Auditing Matters**

The Mickey Mouse Foundation's [Compliance Officer] shall immediately notify the Audit Committee/Finance 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 Mickey Mouse Foundation's [Compliance Officer] 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.

**Compliance Officer:** \* {Note: The Compliance Officer may be a Board member, the Executive Director, or a third party designated by the organization to receive, investigate, and respond to complaints.}

{Name}

{Title/Organization}

{Contact information}

Policy approved by the Board of Directors on {Date}.

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Signature Date

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Print Name

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# Sample Records Retention and Destruction Policy

## Record Destruction

The Records 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 organization's documents and records.

The organization'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:

1. 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);
2. All other paper documents will be destroyed after three years;
3. All other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year;
4. 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
5. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).
6. These records will be permanently kept:
  - o Articles of Incorporation
  - o Audit reports, from independent audits
  - o Corporate resolutions
  - o Checks
  - o Determination Letter from the IRS, and correspondence relating to it
  - o Financial statements (year-end)
  - o Insurance policies
  - o Minutes of board meetings and annual meetings of members
  - o Real estate deeds, mortgages, bills of sale
  - o Tax returns

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Signature

Date

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Print Name

## **Sample Anti-Discrimination and Anti-Harassment Policy**

This policy is intended to cover actions by or towards Directors, employees, contractors, and volunteers and to include actions in any situation involving the working relationship both onsite and offsite (e.g., meetings offsite, office parties):

Harassment is defined as any unwanted physical or verbal conduct that offends or humiliates the recipient, that interferes with their ability to work and learn, or leads to adverse job-related consequences, and that any reasonable person ought to have known would be unwelcome. It does not include the legitimate exercise of supervisory authority regarding performance reviews, work evaluations, or valid disciplinary measures. It may include direct or implied threats of firing, loss of promotion or loss of pay raise, or may create an intimidating, hostile, or offensive work setting. Examples of harassment include, but are not limited to, racial or sexual slurs, name-calling, racist or sexist jokes, negative stereotyping, physical assault, bullying, threats, demeaning pictures, posters, and graffiti.

Mickey Mouse Foundation is committed to a work 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 discriminatory practices, including harassment. Therefore, Mickey Mouse Foundation expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, discrimination, and harassment.

In order to keep this commitment, Mickey Mouse Foundation maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws. This policy applies to all employer agents and employees, including supervisors and non-supervisory employees, and to nonemployees who engage in unlawful harassment in the workplace.

Harassment includes the following categories of behavior, whether the behavior occurs once or many times:

### **1. Discriminatory behavior**

Discrimination refers to treating people differently, negatively, or adversely because of one or more of the following prohibited grounds of discrimination: race, color, ancestry, place of origin, political belief, religion, age, sex, sexual orientation, marital status, family status, physical or mental disability, or pardoned criminal conviction.

### **2. Personal harassment**

Personal harassment includes objectionable conduct, comment, or display made on either a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment on the part of the recipient. It may or may not be linked to discriminatory behavior.

### **3. Sexual harassment**

Sexual harassment refers to any conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or a series of incidents, that might reasonably be expected to cause offence or humiliation or that might reasonably be perceived as placing a condition of a sexual nature on employment, an opportunity for training or promotion, receipt of services, or a contract.

### **4. Bullying**

Bullying consists of behavior to attack and diminish another by subjecting the recipient to unjustified criticism and trivial fault-finding, humiliating the recipient (especially in front of others), and/or ignoring, overruling, isolating, and excluding the recipient. If from a superior, bullying may include setting up the recipient for failure by setting unrealistic goals or deadlines or denying necessary information and resources; either overloading the recipient with work or taking all work away (sometimes replacing proper work with demeaning jobs); or increasing responsibility while removing authority.

### **5. Abuse of authority**

Abuse of authority refers to an individual improperly using the power and

authority inherent in a position to endanger a person's job, undermine the performance of that job, threaten the person's economic livelihood, or in any way interfere with or influence a person's career. It is the exercise of authority in a manner that serves no legitimate work purpose and ought reasonably to be known to be inappropriate. Examples of abuse of authority include, but are not limited to, such acts or misuse of power as intimidation, threats, blackmail, or coercion.

**6. Poisoned work environment**

A poisoned work environment is characterized by an activity or behavior, not necessarily directed at anyone in particular, that creates a hostile or offensive workplace. Examples of a poisoned work environment include but are not limited to graffiti, sexual, racial, or religious insults or jokes, abusive treatment of an employee, and the display of pornographic or other offensive material.

This acknowledges that I have received a copy of Mickey Mouse Foundation's policy to Prevent Sexual Harassment. I acknowledge that I am expected to read, understand, and adhere to Mickey Mouse Foundation's harassment policy.

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Signature Date

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Print Name

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Board Member Signature Date

# Sample Diversity, Equity, and Inclusion Commitment Statement

## Purpose

Mickey Mouse Foundation strives to create an organizational culture and climate in which:

- Every voice is heard and valued
- Colleagues have a sense of belonging and connection to the organization and each other
- Everyone feels empowered to do their best work, while cultivating opportunities for collaboration and career growth
- There is a commitment to grow diversity within our employee base and business relationships
- All are encouraged to contribute to improving diversity, equity, and inclusion in our communities, through listening, learning, understanding, and advocating
- Board directors, volunteers and employees contribute to societal improvement, both within the company and our communities.