



Recommended Policies

Recommended for all Nonprofits:

- Conflict of Interest Policy
 - A policy governing conflicts of interest is perhaps the most important policy a nonprofit board can adopt. To have the most impact, the policy should be in writing, and the board and staff should review the policy regularly.
 - 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.
 - Each nonprofit needs to determine how the board will manage the conflict.
 - Having this policy can help ensure compliance with fiduciary duties.
- Anti-Discrimination Policy
 - This policy outlines and defines what discrimination looks like, explains how to avoid/deal with it, and helps individuals understand and identify implicit/unconscious biases.
 - This policy makes clear the nonprofit's stance regarding discrimination within the organization and helps protect an entity from liability.
- Whistleblower Policy
 - 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 to whom such information can be reported.
 - Committing to an internal process for addressing complaints and protecting whistleblowers from retaliation will help a nonprofit comply with state and federal laws and can help ensure that if there is a problem it will be investigated and fixed.
 - Adopting a whistleblower protection policy signals to employees, board members, and the donating public, that your nonprofit is open to hearing concerns or complaints about its practices, demonstrating that it values transparency and accountability practices.
- Gift Acceptance Policy
 - Outlines what gifts the nonprofit will accept and what gifts it will not accept.
 - Filters gifts by what is most beneficial to the nonprofit and which gifts are in line with the mission of the nonprofit.

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- Basic Financial Guidelines
 - Financial guidelines help ensure the nonprofit's assets are used in the most effective and efficient manner and ensure proper controls are in place to protect the assets.
- Document Retention Policy
 - A Document Retention Policy outlines what types of documents the nonprofit must retain and for how long. The policy should specify that the nonprofit will also adhere to a regular business practice of document destruction according to the schedule referred to in the policy or adopted by the nonprofit from time to time.
 - Adopting a written document retention policy ensures that staff and volunteers follow consistent guidance about document destruction and that document destruction/deletion practices become a regular business practice of the nonprofit.

If Applicable to the Nonprofit:

- Investment Policy
 - This policy establishes investment objectives, policies, guidelines, and eligible securities related to all assets held by the nonprofit.
- Employee Handbook
 - This outlines applicable policies and procedures for the organization's employees.

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