



Advocacy Policy

General

The Enable Madison County represents the interests of its clients through public education as well as by encouraging board members, staff, donors, and volunteers to participate in the public affairs of the community. Advocacy does not equal lobbying. Advocacy is simply providing support for a policy or program. Lobbying is intended to influence actions usually leading to legislation.

Enable does not pursue public policy advocacy as part of its regular program activities. Enable recognizes, however, that as a leader in the community, it is occasionally called upon to offer positions on policy issues affecting the clients it serves and to share knowledge and expertise relevant to ongoing policy deliberations. Advocacy does not include activities by the Executive Director of Enable to educate elected officials about Enable specifically or about the broader philanthropic industry.

Enable has a legal right to engage in advocacy to the extent it complies with all local, state, and federal lobbying reporting requirements. Enable may advocate on issues of concern to the organization. Enable may only advocate on issues that have been reviewed and approved by the Board of Directors, which shall have sole authority for policy issues and shall have oversight authority for all advocacy activities conducted on behalf of Enable.

Sources of Advocacy Position Recommendation(s)

Decisions on whether to advocate for a certain activity or program will reside with the Board of Directors. The Executive Director can make a recommendation and the board will, by majority vote, rule on the recommendation. Results of the vote will be recorded in the minutes of the monthly board meetings.

If the Executive Director's recommended action falls within the purview of a committee on the board, that committee first will be given the opportunity to review the proposed action and to make a subsequent recommendation to the board for final disposition. Whether brought to the board as an independent recommendation or through a committee's review, the board must vote, and the majority will make the final disposition.

Advocacy Position Review Process

- Advocacy issues shall be reviewed based on the following criteria:
 - The issue is related to Enable's mission i.e. it affects many of Enable's typical clients and could potentially have significant impact on their lives.
 - There is an opportunity for Enable to take a pro-active vice reactive position on an issue for the purpose of improving services to Enable's clients.
 - Enable's voice could help shape the outcome on the issue, policy, or legislation for the overall betterment of the community.

Support of Advocacy Position(s)

When appropriate, a position statement shall be developed that clearly demonstrates Enable's views on an issue. Any such advocacy work must fall within clearly defined limits for staff time and budget and must comply with any legal restrictions on advocacy or lobbying. Individuals authorized to speak and negotiate on behalf of the Enable for this issue in addition to the President of the Board and the Executive Director of Enable will be clearly identified. No representative, volunteer, staff person, or donor shall advocate on issues beyond the scope of the position statement and restrictions without first consulting and receiving approval from the Board of Directors.

Enable, as a 501(c)(3) organization, is apolitical and non-partisan; it does not support or oppose candidates for public office or political parties and only acts on issues related to its mission. Only the President of the Board of Directors or Executive Director may speak on behalf of Enable or act on local or county policy issues.

ADVOCACY POLICY SIGNATURE PAGE

In accordance with the Advocacy Policy adopted by the Board of Directors, I do hereby declare and affirm that I have received and read the policy and I will adhere to the document's spirit, principles, and practices.

Signature: _____ Date: _____

Printed Name: _____

Policy Change Log

Who	What Changed	When
Kiliaen Anderson	Rebranded, Reformatted	4/26/24



COMMUNICATIONS AND SOCIAL MEDIA POLICY

General

Enable Madison County communications are essential to assuring the best possible support to its clients, volunteers, and donors. Consistent communication of Enable's mission and purpose is key to future funding and ensuring that the maximum number of people in the community needing assistance can be reached. One of many ways of communicating is through social media. This policy outlines the messaging and methods that Enable can employ.

Communications Defined

Communication relates to both internal and external interactions. External communications are the messaging of Enable, its mission, values, and offered services. Public relations-type activities, such as speaking to organizations, conducting fundraisers, or other events are included. Internal communications cover information exchanges among the staff, Executive Director, Board of Directors, and volunteers. Communications are typically email, written, and oral and all are done in a civil and professional manner.

Social Media Defined

Social Media is a group of mobile and internet-based applications that allow the creation and exchange of user-generated content. Typically, it refers to blogs, forums, and social networking sites or tools such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and TikTok, among others. While all these tools do fall under the same category of social media, they are all different from each other, and new and hybrid tools are being introduced almost every day.

Communications

The purpose of Enable's external communications is to ensure a consistently positive and professional projection of its mission and available services. Likewise, its internal communications are to create an effective, professional, and respectful work environment. Public relations and policy communications/relations are the primary responsibility of the Executive Director and/or the President of the Board of Directors. Members of the staff, other board members, and volunteers are encouraged to communicate about their involvement with Enable. At the same time, they are to avoid discussions that could be interpreted as the policy of Enable, particularly if those discussions differ from other publicly available documentation.

Other means of public relations are using flyers, posters, public service announcements, and similar type activities. All such items shall be pre-approved by the Executive Director or Board President.

Internally, communications among the staff, between the staff and the Executive Director, between the staff and volunteers, between the Executive Director and the board, and among the board members will typically be a combination of email, written and spoken. Regardless of the method, all communications will remain respectful and professional.

Logo Specifics and Usage

Enable Madison County staff has access to Enable's official logos. Other organizations and partners may request temporary use through the Enable office. Any modifications or adjustments to the structure or layout of the logo, must be approved through the Executive Director. Enable logo and approved variations are kept on the computer of the Community Outreach Coordinator.

Social Media

Enable serves Madison County, Alabama region, and those connections can be made both in person and online. Online media allows individuals to communicate information, share personal stories, and express opinions about topics.

- Provides an easy way to update volunteers on current needs or schedules;
- Supplements existing Enable marketing outreach and communications;
- Increases name recognition in the community;
- Shares Enable's point of view on community happenings;
- Engages current donors in Enable work; and
- Ultimately encourages new donors or volunteers to contribute to Enable.

Guidelines – Professional and Personal

While the Executive Director or Board President are the official spokespersons for Enable, any member of the staff, board or volunteers may be called upon to describe their activities or relations with Enable. It is imperative that any such dialogue reflect an honest and complete picture of the organization as best as the individual understands. Typical activities in which one might be assumed to be representing Enable are:

- Attending an Enable event or other event on behalf of Enable;
- As an author of an article, blog post, commentary, or social media post
- As a volunteer representing the Enable;
- As a member of a board or committee on which you serve because of your employment or volunteer service;

If put in a position where asked to provide information or express an opinion about Enable, whether verbally or in writing, and its services, the following guidelines should always apply

- Be honest – be transparent: who you are and your relationship with Enable;
- Think before posting or speaking – Avoid arguments, clarify when you believe something has been misrepresented;
- Respect the audience – remain polite, recognize that Enable serves a wide and diverse audience with multiple backgrounds and customs;
- Avoid lobbying – Do not advocate for any political position or legislative outcome;
- Be helpful – Provide worthwhile, accurate, and as complete as possible contributions to the conversation;
- Respect copyrights and fair use – Give credit where credit is due;
- Correct yourself if you made a mistake – be upfront about the mistake and correct it as soon as possible;
- Protect confidential and proprietary information – do not discuss information that has not been made public, avoid discussing donor or grant data unless specific permission has been given; and
- Use your best judgment – think twice before offering anything you believe might be controversial, seek a second opinion if you are not sure.

Personal social media accounts are pervasive. While Enable has its own accounts, employees, staff members, and volunteers will have personal accounts also. The following guidelines apply:

- Personal accounts should be created separately from Enable accounts.
- Creating and updating personal social media accounts should be managed outside of business hours.
- Personal social media identities login IDs and usernames may not use Enable's name in full or abbreviated forms.
- When using a personal social media identity (Facebook, LinkedIn, etc.) and representing the poster as affiliated with Enable (employee, board member, or volunteer), consider adding to your personal profile: "The postings on this site are my own and are not intended to represent my employer's (or the Enable's) positions, strategies, or opinions."
- Do not identify Enable, or past or present affiliation with Enable, as the source of expertise and/or knowledge of a subject.
- Do not use the name or logo of Enable in any way.
- Joining online groups or using social media in any form that takes a position on legislative efforts could be construed as lobbying. While not prohibited, employees, board members, and volunteers are discouraged from doing so and should be specific in stating that "My opinion and political views do not reflect the ideology, strategy or mission of my employer/the Enable."
- Remember that simple participation in some online groups could be seen to indicate as endorsement of the group's views.
- Protecting privacy. What is published will be around for a long time, so consider the content carefully and be cautious about disclosing personal details.
- Do not discuss conversations, decisions, or events that might be considered private or internal to Enable.

Privacy, Security, and Confidentiality

Enable Madison County does not provide the personal contact information of volunteers to clients. Volunteers are instructed not to provide their phone numbers to clients while providing a service.

All information regarding staff's personal information will not be shared without consent in any form of media or external communication. **Staff's personal information regarding emergency contacts, allergies, and phone numbers are stored in the eTapestry Database and is for internal use only.** Enable does not collect or store the social security numbers of volunteers or clients.

Clients' full names are not provided in external communications unless the client gives express written permission to share their full name and story for Enable use. **An additional waiver will be signed when agreeing to a volunteer or client being filmed regarding sharing names for external use.**

Disclaimer: Nothing in this policy should be construed to prohibit employee rights under the National Labor Relations Act.

Enforcement

Enable may access, without warning, all electronic communications made at the workplace or on employer-issued devices. Employees should have no expectation of privacy in any information or data placed on any Enable computer or computer-related system or that is viewed, created, sent, received, or stored on any Enable computer-related system, including, without limitation, electronic communications, or internet usage.

Communications and Social Media Policy

Failure to follow Enable's Communications and Social Media Policy may lead to disciplinary measures, up to and including termination of employment, removal as a board member, or removal as a volunteer.

COMMUNICATIONS AND SOCIAL MEDIA POLICY SIGNATURE PAGE

In accordance with the Investments and Operating Reserves Policy adopted by the Board of Directors, I do hereby declare and affirm that I have received and read the policy and I will adhere to the document's spirit, principles, and practices.

Signature: _____ Date: _____

Printed Name: _____

Communications and Social Media Policy

Who	What Changed	When
Kiliaen Anderson	Rebranded	12/6/22
Kiliaen Anderson	Reformatted, highlighted items of interest to review by Ann A	4/26/24



CONFIDENTIALITY POLICY

Enable Madison County has an ethical and legal obligation to respect the privacy of donors, grantees, and applicants, and to protect and maintain the confidentiality of all information it acquires concerning these parties.

Confidentiality includes information that should be held in the strictest confidence and trust whether disclosed orally or in writing, to directors, volunteers, staff, donors, prospective donors, vendors, or others holding a business relationship with Enable Madison County.

Confidentiality of Records

Enable Madison County has an obligation to protect the information about its sources of funding, donors, staff, volunteers, and clientele. The following is a list of information whose confidentiality must be respected unless specifically released by the appropriate individual (note: the list is a sample; it is not all-inclusive):

- Grants: source and amount
- Donors: names, addresses, amounts of donation
- Volunteers: names, addresses, interests, and areas of expertise
- Board of Directors: names, addresses, titles, functions
- Clientele: names, addresses, specific needs, previous support provided by Enable Madison County
- Employees: names, addresses, salary, job title
- Fundraising: status of any fund drives, potential sources of funding
- Budget: status of Enable Madison County's budget, both current, year-to-date, annual
- Board of Director meetings: minutes, positions of individual members on specific topics

Enable Madison County Directors, staff and volunteers shall be responsible for maintaining the confidentiality of donor and prospect records, fund information, and all Enable Madison County information and communication. There are possible exceptions to the principle of protecting confidential information. At the discretion of the Executive Director, staff may make all or part of any record available to Enable Madison County volunteers to assist them in executing their specific responsibilities. Enable Madison County's auditors, legal counsel and other contractors are authorized to review donor/prospect and fund records as required specifically for the areas of their purview.

All persons accessing donor/prospect or fund records in the conduct of Enable Madison County business shall maintain the confidentiality of said records. This applies to donor gifts and the various types of fund agreements. Staff may share information with donors, fund beneficiaries, and grantees pertaining to their own gifts, funds, grants, etc. Except in those instances, any copies of confidential information held outside Enable Madison County office shall not be maintained other than for the specific period its information is needed and then returned to the Enable Madison County offices or

destroyed. Directors, staff, and volunteers will consider all Enable Madison County information and communication confidential. They may not delegate their responsibility for maintaining confidentiality to anyone else including but not limited to subordinates, co-workers, or family members.

Staff, volunteers, and the Board of Directors will sign a Confidentiality Agreement when they first begin work with or for Enable Madison County, and annually thereafter.

Disposal of Records

Unless otherwise directed, all records will be disposed of in accordance with the schedule published in the Document Retention and Destruction policy.

Publication of Donor Names

Unless otherwise requested by the donor, the names of all individual donors may be printed in Enable Madison County's annual report and in other appropriate listings or categories. Enable Madison County will not publish the amount of any donor's gift without the permission of the donor. Unless otherwise specified in the document, donors making gifts to Enable Madison County by bequest or other testamentary device are deemed to have granted such permission.

Remembrance Gifts

The names of donors of memorial, honorarium, or tribute gifts to Enable Madison County may be released to the honoree, next of kin, or appropriate member of the immediate family unless otherwise specified by the donor. Gift amounts are not to be released without the express consent of the donor.

Anonymous Gifts

Donors may choose to remain anonymous by communicating their intent to Enable Madison County. The name of the donor and/or gift amount may be withheld from Enable Madison County publications, not-for-profit beneficiaries, and/or remembrance gift beneficiaries if so, requested by the donor. When such a request for anonymity is made, Enable Madison County will respect the request and refrain from publishing the name(s) or amount(s) of the gift(s).

Third-Party Disclosures

Enable Madison County shall not release to third parties or allow third parties to copy, inspect, or otherwise use organizational records or other information pertaining to a grant applicant or the identification of a donor or donor's gifts. No disclosures to third parties of such information, including addresses and demographic information shall be made without the donor's consent. If such information is shared, Enable Madison County will verify that the recipient has a legitimate need to know the information and will be fully briefed on protecting it from any further disclosure.

Confidentiality of Enable Madison County Business

Discussions that take place in the context of Enable Madison County's operations require discretion, including discussions pertaining to grants or scholarships, personnel issues, development activities, operational fundraising, investment management, etc. The positions or statements of individual board members regarding all Enable Madison County businesses will not be shared or discussed with volunteers or employees other than the Executive Director. The only persons who may speak for the Board outside of its official written resolutions and actions shall be the President of the Board or their designated spokesperson.

Public Disclosure

Enable Madison County will comply with both the letter and spirit of all public disclosure requirements, including the open availability of its Form 990 tax returns and annual audit. This Confidentiality Policy shall not be construed in any manner to prevent Enable Madison County from disclosing information to taxing authorities or other governmental agencies or courts having regulatory control or jurisdiction over Enable Madison County. However, all board members, staff, volunteers, agents, and contractors must hold strictly confidential all information of a private nature, including, but not limited to, all items explicitly discussed in this policy.

Enable Madison County employees, volunteers, and board members must especially be cognizant of the pervasive nature of social media. Confidential information, as listed above, once exposed on social media is irretrievable. Therefore, it is incumbent upon all individuals supporting Enable Madison County that they refrain from using social media when conducting Enable Madison County business, particularly when it comes to interacting with sources of funding or clientele.

Consequences of Policy Violation

Violations of the Confidentiality Policy are considered serious. Such violations may result in:

- Disciplinary action, up to and including dismissal for employees, agents, or contractors; or
- Removal from the Board of Directors; or
- Separation of any volunteer from a committee or other representative role on behalf of Enable Madison County.

Violations of this policy are to be reported to the Executive Director or the President of the Board. If there is some question or ambiguity as to whether there was a violation or whether the violation was intentional, an internal investigation will be conducted by the Governance Committee of the Board of Directors. The results of the investigation and recommended follow-up action(s) shall be reported to the Executive Director and to the Board of Directors for their approval or adjustment to the final recommended disposition.

CONFIDENTIALITY POLICY SIGNATURE PAGE

By signing below, I acknowledge that in my actions and conduct as a director, community advisor, agent, volunteer, contractor, and employee of Enable Madison County:

- I have received a copy of the Confidentiality Policy;
- I have read and understand the Policy; and
- I agree to abide by this Policy.

I acknowledge and agree that all confidential information and/or grant files, contribution files, donor records, donor lists, charitable gift information, resource development data, investment statements, manuals, letters, contracts, agreements, notes, notebooks, records, reports, memoranda and all other Enable Madison County materials, documents and data used, prepared or collected as part of my work with Enable Madison County, in whatever form, are and will remain the property of Enable Madison County. Accordingly, I agree that at the end of my relationship with Enable Madison County, I will destroy or return to Enable Madison County all Enable Madison County documents and other materials of any kind which constitute or contain any confidential information, in my possession or control, regardless of how stored or maintained, including all originals, copies and compilations and all information stored or maintained on computer, tapes, discs, email or any other form of technology.

Signature: _____ Date: _____

Printed Name: _____

Who	What Changed	When
Kiliaen Anderson	Rebranded	12/6/22
Kiliaen Anderson	Reformatted, highlighted items of interest to review	4/26/24



Conflict of Interest Policy

Introduction

Enable Madison County is a publicly supported charitable foundation serving Madison County, Alabama and is dedicated to its mission of providing services to aging and homebound individual that enable them to remain the aging and home bound to live at home independently, safely, and with dignity. Enable operates within public trust and strives to maintain current and nationally recognized standards of conduct in all its operations.

Enable recognizes that it can best accomplish its mission when the Board of Directors, its officers, volunteers, and staff associated with Enable represent the diverse interests, cultures, occupations, and expertise of the community. Thus, Enable recognizes that members of the Board of Directors and others representing or affiliated with Enable will from time-to-time face potential conflicts of interest or situations in which the appearance of a conflict of interest could be detrimental to Enable and the clients it serves. Enable adopts this policy in recognition of its responsibility to the public trust, in recognition of the importance of fairness and objectivity in its conduct of business, as a means of assuring that every decision of Enable is made in the interest of Enable and the communities it serves and as a means of publicly codifying its expectations of Board, staff and volunteers, and others serving Enable.

This policy applies to all persons holding positions of responsibility and trust on behalf of Enable, including but not limited to members of the Board of Directors, volunteers serving in Enable's name and Enable staff (hereinafter "Members"). This Code of Conduct shall be provided to each Member at the time he/she/they is asked to serve Enable.

Annually, all Board directors and employees will be required to complete a Conflict of Interest Disclosure Statement identifying any positions held personally or any immediate family member (parent, spouse, or child) having affiliations with any organization using the following guidelines:

General Policies and Procedures

The purpose of the Conflict of Interest Policy is to protect Enable's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Member. Members of Enable, including employees, volunteers and the Board of Directors are expected to commit themselves to ethical and professional conduct. This includes the proper use of authority and appropriate decorum.

Any director, officer, or member of a committee with board delegated powers or employee who has a direct or indirect private or financial interest, as defined below, is an **interested party**. This could include any position held presently or in the recent past, investment or ownership in any business, avocation or other activity that may result in a possible impartial opinion.

This policy is intended to supplement, but not replace, any applicable state laws governing conflicts of interest applicable to nonprofit and charitable foundations. This policy is not intended as a substitute for the "disqualified persons" or "self-dealing" prohibitions established by Federal law and the Internal Revenue

Service Code. In addition, Members must represent unconflicted loyalty to the interest of Enable. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups, business interests, personal interests or paid or volunteer service to other organizations. It also supersedes the personal interest of any staff or volunteer member acting as a consumer or client of Enable's services.

It is the policy of Enable that no Member shall derive any personal profit or gain, directly or indirectly, by reason of his/her/their service to Enable. There may be no self-dealing or any conduct of private business or personal service between any Member and Enable except those conducted in an open and objective manner to ensure equal competitive opportunity and equal access to information. Board members or volunteer committee members must not use their positions to obtain employment in Enable for themselves, family members or close associates. Should a Board or volunteer committee member desire employment, he/she/they must first resign.

Conflict of Interest Definition

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of the organization. There are a variety of situations which raise conflict of interest concerns including, but not limited to, the following:

Financial Interests – A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits because of a decision made or transaction entered into by Enable. Examples include situations where:

- Any role (significant donor, board member, volunteer, advocate, or advisor) held personally or by an immediate family member with any nonprofit or community organization currently or within the past three years.
- Any ownership or investment interest held personally or by an immediate family member with any entity currently or within the past year, which Enable has or is negotiating a transaction, contract, grant or arrangement.
- Any potential ownership or investment interest held personally or by an immediate family member in any entity or with any individual with which Enable is negotiating a transaction, contract or arrangement.
- Enable contracts to purchase or lease goods, services, or properties from an interested party, or by a relative or business associate of an interested party;
- Enable purchases an ownership interest or invests in a business entity owned by an interested party, or by a relative or business associate of an interested party;
- Enable offers employment to an interested party, or a relative, or business associate of an interested party, other than a person who is already employed by the organization;
- An interested party, or a relative or business associate of an interested party, is provided with a gift, gratuity or favor, of a substantial nature, from a person or entity which does business, or seeks to do business, with Enable; and
- An interested party, or a relative or business associate of an interested party, is gratuitously provided use of Enable facilities, property, or services.

Other Interests – A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial or advantage that they would not have obtained absent his/her/their relationship with the organization, or where their duty or responsibility owed to Enable conflicts with a duty or responsibility owed to some other organization.

Examples include where:

- An interested party seeks to obtain preferential treatment by Enable for themselves or relative or business associate.

- Due to the nature Enable's work, it is possible and even probable that board members or staff members may be in a position where their family members receive services from Enable.
- All employees should exercise care to ensure that they are not using their position to improperly influence or intervene to advocate for a member of their family that is receiving services (or on a waiting list to receive services).
- An interested party seeks to make use of confidential information obtained from Enable for their own benefit, or for the benefit of a relative, business associate, or other organization.
- An interested party seeks to take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, where they have reason to believe would be of interest to Enable.

PROCEDURES

Disclosure of Actual or Potential Conflicts of Interest

An interested party is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known, or reasonably should be known.

An interested party shall complete a questionnaire to disclose the material facts completely upon any actual or potential conflicts of interest. The disclosure statement shall be completed upon their association with the organization and shall be updated annually thereafter. An additional disclosure statement shall be filed at such time as an actual or potential conflict arises.

For board members, the disclosure statements shall be provided to the President of the Board, or in the case of the President's disclosure statement shall be provided to the Secretary of the Board. Copies shall also be provided to the Executive Director of Enable.

In the case of staff or volunteers with significant decision-making authority, the disclosure statements shall be provided to the Executive Director of Enable, or in the case of the Executive Director's disclosure statement shall be provided to the President of the Board.

The Secretary of the board of directors shall secure all disclosure statements in Enable's locked office files.

Determination Whether a Conflict of Interest Exists

Whenever there is reason to believe that an actual or potential conflict of interest exists between Enable and an interested party, the Board of Directors shall determine the appropriate organizational response.

Where the actual or potential conflict involves an Enable employee other than the Executive Director, the Executive Director shall, in the first instance, be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of Enable. The Executive Director shall report to the President of the Board the results of the review and the action taken. The President of the Board, in consultation with the Executive Committee, shall determine if any further board review or action is required.

The interested person has the primary responsibility to determine the existence of a conflict of interest. If the interested person determines that there is a conflict of interest, he/she/they must disclose it, and must disqualify him/her/them. If the person is uncertain as to existence of an actual or possible conflict of interest, that person must disclose it, and request adjudication by the Board.

After disclosure of the private interest, the interested person shall leave the Board or committee meeting

while the private interest is discussed. The remaining Board members shall decide if a conflict of interest

Addressing the Conflict of Interest

Where an actual or potential conflict exists between the interests of Enable and an interested party with respect to a specific proposed action or transaction, Enable shall refrain from the proposed action or transaction until such time as the proposed action or transaction has been approved by the disinterested members of the board of directors. The following procedures shall apply:

- The President of the board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- An interested party who has an actual or potential conflict of interest with respect to a proposed action or transaction of Enable shall not participate in any way in, or be present during, the deliberations and decision making of Enable with respect to the action or transaction. The interested party may, upon request, be available to answer question or provide material information about the proposed action or transaction.
- After exercising due diligence, the Board or shall determine whether Enable can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- Approval by the disinterested members of the board of directors shall by a vote of a majority of directors in attendance at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present, nor for purposes of determining what constitutes a majority vote of directors in attendance.
- If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board shall determine whether the transaction or arrangement is in Enable's best interest and for its own benefit, and whether the transaction is fair and reasonable to Enable, and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

Violations of the Conflict of Interest Policy

If the Board President has reasonable cause to believe that a member has failed to disclose actual or possible conflict of interest, they shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Board President shall determine if the member has in fact failed to disclose an actual or possible conflict of interest, and shall direct the issue to the Governance Committee for further action.

Records of Proceedings

Any possible conflicts shall be disclosed before discussions begin. The minutes of the meeting shall reflect this disclosure. After acknowledging the potential conflict, the interested person may briefly address the other members regarding this matter. The interested person may also answer pertinent questions since personal knowledge on the issue may be of assistance to the other members in reaching their decisions. The interested person will leave the meeting during additional discussion and abstain from voting on this issue.

The minutes of the Board and all committees with board delegated powers shall contain the following:

- The names of the persons who disclosed or otherwise were found to have a private interest in connection with an actual or possible conflict of interest, the nature of the private interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed, and
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed

transaction or arrangement, and a record of any votes taken in connection therewith.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Personal Data

Name (please print): _____

Current Employer or Business Affiliation: _____

Position: _____

Other Business Activities

Please disclose any other employment, business, or financial interest which you or a member of your immediate family may have as an officer, director, trustee, partner, employee or agent, which might give a rise to a possible conflict of interest or duality of interest with Enable, with current grants under review by Enable, or with current scholarship applications under review by Enable.

Charitable or Civic Involvement

Please disclose all official positions which you or any member of your immediate family may have as a director, trustee or officer of any charitable, civic or community organization as well as any unofficial roles such as significant donor, volunteer, advocate or advisor which might give rise to a possible conflict of interest or duality of interest between you and Enable or related to any grants or scholarships under review by Enable.

In accordance with the Conflict of Interests Policy adopted by the Board of Directors, I do hereby declare and affirm that I have received and read the policy and I will adhere to the document’s spirit, principles, and practices.

Signature: _____ Date: _____

REMINDER: If at any time there is a matter under consideration that may constitute a direct or indirect conflict of interest or a bias either pro or con not listed on this form, it is your obligation to disclose the facts to the Board or relevant committee (i.e. Grants, Scholarship, etc.) immediately.

Policy Change Log

Who	What Changed	When
Kiliaen Anderson	Rebranded, Reformatted, Added inclusive pronouns, highlighted areas of interest, removed "Any Enable employee of the Enable Board of Directors perduring in a visible leadership position in a community-wide fund-raising campaign in which Enable is not the beneficiary."	4/25/24



Crisis and Disaster Planning Policy

General

Crises and disasters are unplanned, unexpected and have serious impact on the community that the Enable Madison County organization serves. While it is impossible to forecast with precision the nature of the crisis that may hit the community and therefore to have detailed plans in place, it is possible to develop a general framework and policy in anticipation of having to respond on short notice.

Definition of Crisis and Disaster

Typically, when one thinks of a crisis or disaster, they conjure up images of tornadoes, floods, fires, or other natural disasters. There are large organizations, both public service and non-profit, whose areas of expertise are in addressing the needs of communities affected by such. Enable is not one of those. Rather, enable expertise in such an environment would be to assist in identifying clients who will need recovery support and relaying that information to appropriate agencies.

Enable's crises will be either internal or external. An internal crisis would be one where Enable's reputation and subsequent ability to provide support is put at risk. A sample list of potential internal crises is:

- Financial impropriety;
- Ethical impropriety;
- Serious injury occurring at Enable warehouse or garden;
- Incident that occurs during a Enable sponsored event where Enable's planning or execution can be faulted; and
- Improper conduct involving a client, staff, volunteer, or board member.

An external crisis would be one where Enable is physically unable to perform its tasks due to a loss of infrastructure, data, or other assets. A sample list of potential external crises is:

- A loss/destruction of the United Way building which houses Enable;
- Workplace violence in the United Way building; and
- A loss of all stored data, communications, or technology.

Actions to Take Prior to a Crisis

- Conduct a risk assessment: The Executive Director is responsible for developing a list of possible crises or disasters and doing a risk assessment of them. The Board of Directors is responsible for providing oversight of the risk assessment.
- Develop a crisis response plan.
 - The Executive Director and staff will develop a master plan with variations identified based on the anticipated various crises. The Board of Directors is responsible for reviewing the plan and its approval.

- The variations will be documented as annexes to the master plan.
- It is highly unlikely that the master plan or variations will anticipate all possible situations with 100% accuracy. Rather, the plans will serve as "springboards" for execution with adjustments made as appropriate.

Actions to Take in Response to a Crisis

The actions to take, regardless of whether the crisis is external or internal, is the same in most cases with possible subtle variations.

- Identify a crisis response team.
 - For an internal crisis, the board of directors will have primary responsibility of fielding a team. The Board President will appoint a committee and chairperson to do the investigation. Depending on the circumstances, members of the Enable staff may augment the team from the board.
 - For an external crisis, the Executive Director will have primary responsibility for fielding a team. That team may be augmented by members of the board of directors or other Enable volunteers as appropriate.
- Communicate: There are multiple audiences that will need to know early and often of the nature of the crisis and Enable's response. It is essential that the communications be made quickly and clearly to all.
 - Clients - they will need to know whether support will continue or not, or whether it will be adjusted in the near and far future.
 - Donors/Grantors - Particularly if the crisis is of a nature that is potentially damaging to Enable's reputation the donors need to know so that they can understand the impact of their past or future donations. Regardless, the donors or grantors must know what has happened and the steps being taken to resume normal operations.
 - Employees - Employees must understand how the crisis is affecting their employment and their ability to continue to provide support to Enable's many clients. If the crisis relates to the acts or behaviors of one of their fellow employees, they must understand the basic facts and the limits on what they are or are not allowed to know.
 - Volunteers - The volunteers support Enable because they want to. As such, they are vital members of the organization and must be told the parameters and ramifications of the crisis. Similarly, they will need to know how the crisis and the steps going forward will affect their ability to continue to support Enable.
 - Board of Directors - The board is responsible for the oversight of the Executive Director and staff. It will assume responsibility for approving the communications messaging and possibly its execution. Particularly for an internal crisis, they will be responsible for determining whether an external agency is required to assist in any investigation or follow-up actions. In the event of a crisis within the Board of Directors, the Executive Committee should be notified first, and then the issue should be brought to the Governance Committee. If it is an internal crisis, the Governance Committee chair will communicate with the Executive Committee, board members, and Executive Director. In the event it is an external crisis, the risk management team comprised of the Executive Director, a board member, and Governance Committee chair will assess the need for immediate intervention and mobilize resources per Enable's Crisis and Disaster Plan approved by the board.
- Continue to offer services. If it is possible to continue Enable services, they should so continue. If they are to be delayed, changed, or halted, notice those deviations must also be promulgated. Resume full operations as soon as possible.
- Safeguard and protect vital organizational resources. Those resources are both staff and

data. Both are essential for continued operations and must be looked after.

CRISIS AND DISASTER PLANNING POLICY SIGNATURE PAGE

In accordance with the Crisis and Disaster Planning Policy adopted by the Board of Directors, I do hereby declare and affirm that I have received and read the policy and I will adhere to the document’s spirit, principles, and practices.

Signature: _____ Date: _____

Printed Name: _____

Policy Change Log

Crisis and Disaster Planning Policy

Who	What Changed	When
Kiliaen Anderson	Rebranded, Reformatted	4/26/24



Donor Relationship and Privacy Policy

General

Enable Madison County is a 501(c)(3) public charity and remains grateful for all of its donors. Enable is respectful of their privacy and philanthropy.

Enable follows the Standards for Charity Accountability, as posted by the Better Business Bureau. The full text of the standards is available on the BBB website at www.give.org.

Rights of Donors

Enable donors will receive an acknowledgement letter for use of reporting and tracking charitable contributions for tax purposes. If applicable, Enable will disclose the fair market value of goods or services provided to donors in exchange for the donated amount. **Payments for special drawings or prizes are not tax-deductible and will not be acknowledged as such by Enable of Madison County.**

Donor privacy is a fundamental element of fundraising for Enable. Enable will give each donor the opportunity to remain anonymous if they so choose. Likewise, they will be given the opportunity to be removed from lists publicizing donors and/or amounts of donations.

All information concerning donors or prospective donors, including their names, addresses, phone numbers or other contact information, financial transaction information (credit card number, bank account routing data, etc.) and the amount of their gift shall be kept strictly confidential by Enable unless permission is obtained from the donor to release such information.

Enable collects donor names and contact information only on Enable contribution forms used at all fund-raisers. Donor names and contact information generally may be used in thank you letters, tax letters, newsletters, social media, notifications of upcoming events, notifications to other people if the donor asked for their gift to be designated and did not request to remain anonymous. No financial account information is stored or retained by Enable; Enable has an account with a third-party company whose specialty is storage and safeguarding such information.

For all donors, Enable respects the following principles as developed by the Association of Fundraising Professionals:

- To keep all donors informed of the Enable's mission and how donated resources are being used;
- If requested, to notify the donor of the identity of those serving on the Board of Directors and to expect the board to exercise prudent judgement;
- To be given access to Enable's latest financial statements;
- To use the donor's gift for the purposes for which it was given;
- To receive appropriate acknowledgement and recognition, unless anonymity has been requested;

Donor Relationship and Privacy Policy

- To know that information about the donations will be handled with respect and confidentiality within the limits of the law. Enable does not track banking or credit card information and that information is never shared and is inaccessible from Enable through the Internet;
- To trust that all relationships with Enable employees and the Board of Directors will be professional in nature;
- To be informed whether those making solicitations for donations are volunteers, employees, or hired solicitors;
- To have their names deleted from mailing lists that Enable otherwise intends to share; and
- To feel free to ask questions when donating and to receive a prompt, truthful, and forthright answer.

DONOR RELATIONSHIP AND PRIVACY POLICY SIGNATURE PAGE

In accordance with the Donor Relationship and Privacy Policy adopted by the Board of Directors, I do hereby declare and affirm that I have received and read the policy and I will adhere to the document's spirit, principles, and practices.

Signature: _____ Date: _____

Printed Name: _____

Policy Change Log

Donor Relationship and Privacy Policy

Who	What Changed	When
Kiliaen Anderson	Rebranded, Reformatted, highlighted items of interest to review by Ann	4/26/24



Information Technology Policy

This Information technology usage policy applies to all individuals working on behalf of the Enable Madison County, to include employees, Board members, volunteers, and interns who access the Internet to conduct Enable related business.

Enable provides information technology to its staff, board, and volunteers to advance its mission of enabling the aging and home bound to live at home independently, safely, and with dignity. Authorized users may also use Enable information technology for appropriate incidental personal use so long as those activities are legal and do not violate the following:

- Enable policies;
- Contractual obligations;
- The safety, security, privacy, reputational, and intellectual property rights of others; and
- Restrictions on political or commercial activities that are applicable to Enable.

Every user bears the responsibility for the following:

- Knowing and complying with applicable laws, policies, and rules;
- Appropriately securing their computers and other electronic devices from misuse or theft by others; and
- Avoiding any use that interferes with others' legitimate access to and use of Enable information technology.

Enable policies that may apply, depending on the identity of the user, include but are not limited to Enable's personnel, financial and administrative policies, and the Employee Handbook, all of which are subject to change from time to time.

As part of the Internet access request process, users shall be required to read this Information Technology Policy. The user must then sign a statement located on the last page of this policy that he/she/they understands and agrees to comply with the policies. Users not complying with these policies could be subject to disciplinary action up to and including termination.

Information Technology Services Allowed

Internet access is to be used for business purposes only. The following standard Information technology services will be covered under this Internet Usage Policy:

- E-mail - Send/receive E-mail messages to/from the Internet;
- Navigation - Use of www. services as necessary for business purposes, using a hypertext transfer protocol (HTTP) browser tool;
- File Transfer Protocol (FTP) - Sending data/files and receiving in-bound data/files, as necessary for business purposes;
- Communication between employees and non-employees for business purposes;

- IT technical support downloading software upgrades and patches;
- Review of possible resources or vendor web sites for referral or business purposes; and
- Reference regulatory or technical information.

Information technology Services Prohibited

The following prohibited information technology services include, but are not limited to:

- Acquisition, storage, and dissemination of data which is illegal, pornographic, or which negatively depicts race, sex or creed is specifically prohibited.
- Conduct of:
 - A business enterprise;
 - Political activity;
 - Engaging in fraudulent activities; or
 - Knowingly disseminating false or otherwise libelous materials.
- Accessing Enable information that is not within the scope of one's work. This includes:
 - Unauthorized reading of customer account information;
 - Unauthorized access of personnel file information; and
 - Accessing information that is not needed for the proper execution of job functions.
- Misusing, disclosing without proper authorization, or altering client, volunteer, or personnel information. This includes making unauthorized changes to a personnel file or sharing electronic client, volunteer, or personnel data with unauthorized personnel.
- Deliberate pointing or hyper-linking of Enable information to other Internet/WWW sites whose content may be inconsistent with the goals of Enable.
- Any conduct that would constitute or encourage a criminal offense, lead to civil liability, or otherwise violate any regulations, local, state, national or international law including without limitations US export control laws and regulations.
- Use, transmission, duplication, or voluntary receipt of material that infringes on the copyrights, trademarks, trade secrets, or patent rights of any person or organization. Assume that all materials on the Internet are copyright and/or patented unless specific notices state otherwise.
- Transmission of any proprietary, confidential, or otherwise sensitive information without the proper controls.
- Any form of gambling.
- Unauthorized downloading of any shareware programs or files for use without authorization in advance from the Executive Director.
- Playing of any games.
- Forwarding of chain letters.
- Participation in any on-line contest or promotion.
- Acceptance of promotional gifts.

Software License

Enable strongly supports strict adherence to software vendors' license agreements. When at work, or when Enable's computing or networking resources are employed, copying of software in a manner not consistent with the vendor's license is strictly forbidden. Questions regarding lawful versus unlawful copying should be referred to the Executive Director before any copying is done.

Similarly, reproduction of materials available over the Internet must be done only with the written permission of the author or owner of the document. Unless permission from the copyright owner(s)

is first obtained, making copies of material from magazines, journals, newsletters, other publications and online documents is forbidden unless this is both reasonable and customary. This notion of "fair use" is in keeping with international copyright laws.

Data Security

Enable is trusted with personal information from donors, clients, and volunteers, therefore the matter of data security is taken seriously. Data collected, including but not limited to names, addresses, phone numbers, emails, donation information, health information, is kept confidential and protected. Passwords and log-in information for Enable databases or websites are not to be shared with anyone outside the agency, unless approved by the Executive Director.

Expectation of Privacy

Monitoring

Users should consider their Information technology activities as periodically monitored and limit their activities accordingly. Enable reserves the right to examine E-mail, personal file directories, web access, and other information stored on Enable computers, at any time and without notice. This examination ensures compliance with internal policies and assists with the management of Enable information systems.

E-mail Confidentiality

Enable cannot guarantee that electronic communications will be private. Employees should be aware that electronic communications can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Users should also be aware that once an E-mail is transmitted it may be altered. Deleting an E-mail from an individual workstation will not eliminate it from the various systems across which it has been transmitted.

When an employee leaves Enable, others may require access to the departed employee's email account to ensure continuity of business operations. Enable bears the responsibility to preserve, review and, as appropriate, disclose data generated and/or maintained by all employees, present and departed.

Enable Materials

Users must not place Enable materials (internal memos, press releases, product or usage information, documentation, etc.) on any mailing list, public news group, or such services. Any posting of materials must be approved by the Executive Director. The loading of any materials to Enable's website requires prior approval from the Executive Director. In connection with these responsibilities, Enable may be obligated to request that a user turn over or provide access to Enable-related information on the user's own personal computer, laptop, cell phone or other electronic device.

Periodic Reviews

Periodic reviews will be conducted to ensure compliance with this policy, as well as the appropriateness and effectiveness of usage policies. These reviews will include testing the degree of compliance with usage policies. These reviews may result in the modification, addition, or deletion of usage policies to better suit Foundation information needs.

At a minimum, the reviews will be conducted annually and will consist of the Executive Director

conferring with each employee or other user of Enable information technology and verifying that all usage and stored files are appropriate per the guidance above. A statement asserting this compliance will be signed and maintained on file.

Removal of Privileges

Internet access will be discontinued upon departure or termination of employee, end of volunteer period, or disciplinary action arising from violation of this policy. The privileges granted to users must be reevaluated by management annually.

Violations

Violations of the Information Technology Policy will be documented and can lead to revocation of system privileges and/or disciplinary action up to and including termination.

Additionally, Enable may at its discretion seek legal remedies for damages incurred because of any violation. Enable may also be required by law to report certain illegal activities to the proper enforcement agencies.

Before access to the Internet via Enable network is approved, the potential Internet user is required to read this Information Technology Policy and sign an acknowledgment form (located on the last page of this document). The signed acknowledgment form should be turned in and will be kept on file.

INFORMATION TECHNOLOGY POLICY SIGNATURE PAGE

After reading this policy, please sign the coverage form and submit it to the Executive Director.

By signing below, the individual requesting Information technology access through Enable computing resources hereby acknowledges receipt of and compliance with the Information technology Usage Policy. Furthermore, the undersigned also acknowledges that he/she/they has read and understands this policy before signing this form.

Internet access will not be granted until this acknowledgment form is approved by the Executive Director of Enable. After completion, the form is filed in the individual's human resources file (for permanent employees), or in a folder specifically dedicated to Internet access (for directors, interns, volunteers, etc.), and maintained by the Executive Director. These acknowledgment forms are subject to internal audit.

ACKNOWLEDGMENT

I have read the Information Technology Policy. I understand the contents, and I agree to comply with the said Policy.

Signature: _____ Date: _____

Printed Name: _____

Executive Director Approval: _____ Date: _____

Policy Change Log

Information Technology Policy

Who	What Changed	When
Kiliaen Anderson	Rebranded, Reformatted, highlighted items of interest to review by Ann	4/26/24



Internal Controls Policy

Enable Madison County shall employ internal controls to ensure that funds are properly dispersed and accounted. There is a widely held misunderstanding that the primary function of internal controls is to uncover dishonesty and fraud. A better view is that the internal control system is designed to detect and correct all sorts of human error, errors of commission and omission. This statement reflects the general policy relating to internal controls for Enable.

Delegation of Authority

The Enable Board of Directors delegates the authority for developing internal control procedures to the Executive Director and Financial Manager.

The Board of Directors retains the authority to engage an auditing firm to perform an annual financial audit of Enable and to produce audited financial statements. Furthermore, the board retains the authority to authorize other audits to review activities not included within the scope of a financial audit.

General Principles

- All financial activity advances the purpose of the organization, either for program activity, general and administrative support, or fundraising.
- Staff members responsible for tasks relating to financial transactions have a level of training and experience that enable them to exercise the level of skill and judgment required by the most critical aspects of the task.
- No Enable employee, director, volunteer or supporter will make commitments for Enable beyond their level of authority.
- More than one person is involved in the completion of every financial transaction.
- An assessment is made of additional separation of duties and rotation of responsibilities.
- Enable ensures that closely related individuals are not in a position of reviewing or authorizing each other's transactions.
- There are no significant periods in which tasks relating to financial transactions are not performed.
- Enable will assess the risks involved in all financial transactions and in maintaining its financial and physical property. Enable will establish and follow procedures that reduce the identified risks.

Record Keeping

- Transactions are recorded in Enable's accounting system as close as possible to the time when they occur.
- Transactions are classified and recorded accurately based on objective criteria and consistent treatment of similar transactions.

- Documentation of accounting transactions is clear and legible.
- The media on which documentation is recorded remains readable until the time when the record is destroyed.
- Activities are not recorded on a net basis. When an activity includes transactions that increase and decrease a financial account, the increase and decrease transactions are recorded separately.

Fundraising

- The Enable Board of Directors is informed in advance of the purposes for which outside funding is solicited.
- Procedures are in place to ensure that money received for specific purposes is used for those purposes and that reporting is provided as required by the provider.

Cash Disbursements

- The purpose of each expense transaction is documented at the time of the transaction. The extent of documentation follows established Enable procedures and is based on the transaction's size, frequency of similar transactions, and reporting requirements of contracts or restricted grants. Documentation with each transaction will provide adequate explanation for an independent reviewer unfamiliar with the details of the transaction.
- Special care is taken with cash transactions to ensure frequent reconciliation of accounts with the financial institutions that hold the accounts.
- Procedures are in place to prevent duplicate payment for the same goods or services.
- Settlement of any claims against Enable are reviewed and approved by the Executive Director and/or the Board of Directors before payment.

Personnel

- Payment for employee compensation or benefits is made only on behalf of bona fide employees for services performed as authorized and documented in employee time and attendance records.
- Personnel additions, employment contracts, separations, wage rates, salaries, deductions, and severance payments are authorized and documented in the accounting records.
- Enable's written personnel policies and procedures are available and applied equitably to all employees so that there is consistency in recruitment, compensation, discipline, separation, and termination of employees.
- Employees are hired, compensated, and separated in compliance with applicable federal and state laws, as well as contracts and restricted grants.
- Employee leave balances are tracked and regularly verified.

Internal and External Reporting

- As much as possible, internal financial reporting is on a basis consistent with external financial reporting, except that interim financial reporting may be on a cash basis rather than an accrual basis.
- Financial statements present adequate information to serve as the basis for informed review.
- All requirements are met for federal and state registration and all taxes are paid.

Accounting Information Systems

- Enable's accounting records are organized to facilitate retrieval of documents when needed.
- Enable's accounting records are retained until the time designated for destruction and they

- are destroyed when that time arrives. (See Document Destruction and Retention Policy)
- Legal documents (such as executed contracts) and personnel records are kept separate from accounting records.
 - Enable's accounting procedures will identify other systems that provide information to the accounting system.
 - If Enable chooses to employ other systems outside of its accounting programs, special care will be taken to ensure reconciliation of balances and continuity of an audit trail between the accounting system and the other systems. Enable will ensure that the records in the other system are retained as appropriate for accounting records.
 - The integrity of computerized accounting records will be maintained.
 - Enable will ensure that technical support is available for the accounting systems and other systems that provide information to the accounting system.
 - Internal control policies are maintained during transitions in computerized accounting systems and other systems that provide information to the accounting system.

INTERNAL CONTROLS POLICY SIGNATURE PAGE

In accordance with the Investments and Operating Reserves Policy adopted by the Board of Directors, I do hereby declare and affirm that I have received and read the policy and I will adhere to the document's spirit, principles, and practices.

Signature: _____ Date: _____

Printed Name: _____

Policy Change Log

Who	What Changed	When
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Kiliaen Anderson	Rebranded, Reformatted, highlighted areas of interest to review by Ann A	4/26/24



Investments and Operating Reserves Policy

General

Enable Madison County is fortunate to periodically receive donations of securities and other marketable investments. They are among the contributions received by the organization to assist in the performance of its mission.

To attempt to maintain financial stability, Enable will maintain adequate reserves to allow for normal day-to-day and short-term operations. Cash and other funds excess to those reserves will be placed in interest bearing accounts to try and grow their overall value.

Investments

Enable does not make independent investments in market securities; nor does Enable retain securities that are donated. Donated securities are processed and sold through a financial adviser office retained by Enable with the proceeds returned to Enable as cash.

- All donated marketable securities will be sold promptly upon receipt, unless otherwise directed by the Board of Directors Finance Committee. In some cases, marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Finance Committee. Such decisions will be guided by the principles outlined in the Gift Acceptance Policy.

Operating Reserves

Also known as reserves or reserve funds, unrestricted current net assets are comprised of current assets less current liabilities and restricted assets. Unrestricted current net assets provide a cushion for Enable in times of unanticipated losses, changes in financial position, and revenue delays.

- Enable will strive to maintain 3-6 months of expenses as an Operating Reserve.
- Funds excess to the Operating Reserve and other cash not required for current operations will be invested in short term (no more than one year) fixed-income instruments to earn a market rate of interest without assuming undue risk to principal. The primary objectives of making such investments shall be, in their order of importance, preservation of capital, maintenance of liquidity, and yield.
- Investments may consist of fixed income and equities. Investments may be made at the discretion of the Executive Director within the plan adopted by the Finance Committee of the Board of Directors. Any investments in securities with a maturity of greater than twelve months must have the prior approval of the Finance Committee.
- All investments will be held in the name of Enable Madison County.
- The Treasurer will report on investment activity to the board of directors on a quarterly basis.

INVESTMENTS AND OPERATING RESERVES POLICY SIGNATURE PAGE

In accordance with the Investments and Operating Reserves Policy adopted by the Board of Directors, I do hereby declare and affirm that I have received and read the policy and I will adhere to the document's spirit, principles, and practices.

Signature: _____ Date: _____

Printed Name: _____

Policy Change Log

Who	What Changed	When
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Investments and Operating Reserves Policy

Kiliaen Anderson	Rebranded, Reformatted, highlighted areas of interest	4/26/24



PURCHASING POLICY

Scope

The policy of Enable Madison County is to obtain the best value for the materials, goods, and services that it purchases, and to maintain the highest ethical standards in dealing with its suppliers. Goods and services are to be procured at the lowest cost, highest quality, and optimal service, including delivery.

Guiding Principles

- Enable's normal purchases of goods and services must be within the approved budget and substantiated with appropriate documentation.
- Enable will request competitive bids wherever they can be effective.
- Enable will use negotiation wherever it can be effective.
- Enable will seek technical assistance from disinterested experts whenever it can be effective. Paid experts are subject to the same process as any other purchase decision.
- Enable will ensure that the staff responsible for purchasing has a level of training and experience appropriate to the type and amount of the purchase and the level of negotiating required.
- Enable will ensure the use of funds and personnel time is appropriate to the total amount of the purchase when making purchase decisions.
- Enable will endeavor to recognize community considerations and needs in purchasing activities.

Purchasing Process

- When paying by check, two signatures are required for checks of \$500 or more: The Executive Director and one authorized Board member. In the absence of the Executive Director, two Authorized Board members must sign. The Executive Director may never sign a check made payable to themselves or for a check in which they receive a material benefit. Checks made out to the Executive Director will be signed by an authorized officer on the **Board of Directors** appointed for that purpose.
- When paying by corporate credit card or credit line each purchaser must provide a receipt or invoice promptly to the Financial Manager which includes the purchaser's name, service name, date and amount. The names of selected volunteers may be placed on vendor's "authorized to purchase" list.
- The Financial Manager is responsible for reconciling the credit card statement with receipts monthly and ensure all purchases comply with policy as well as issuing a check for payment with a check stub attached to the statement.
- When deemed appropriate by the Executive Director and the Board, the Financial Manager or the Executive Director may use online banking to pay invoices. Invoices over \$500 must be reviewed and approved by the Executive Director and Treasurer of the Board. In absence of

the Executive Director and/or Treasurer, another authorized Board member must approve.

- In rare events that a purchase is made by an Enable employee for approved expenses using personal funds a request for reimbursement must be submitted and authorized by the Executive Director in a timely manner with receipt.
- To maintain segregation of duties, members of the Board of Directors may not submit receipts for reimbursements. Any purchase made by a Board of Director on behalf of Enable with personal funds will be accepted as a donation of purchase value.

Purchases within Approved Budget

- Enable staff is authorized to make purchases within the approved annual budget.
- Requests for office supplies are given to the Financial Manager to order. Special event materials, program specific equipment, and service specific supplies are given to the Executive Director for approval prior to ordering.
- The Financial Manager places orders as needed.
- The Financial Manager or the Executive Director will make the decision(s) as to which vendors to use. A periodic review of catalogs and websites will be made to determine which vendor has the lowest overall prices.
- The Financial Manager verifies delivery by checking merchandise received against the sales receipts.

Purchases not in Approved Budget

- All requests for purchases outside the approved budget are given to the Executive Director.
- The Executive Director determines if the purchase is necessary and if there are funds available for the purchase.
- If the purchase is necessary and there are funds available, the Executive Director will submit the request to the Finance Committee of the Board of Directors.
- If they agree, the Finance Committee will recommend approval of the purchase to the Board of Directors.
- If they agree, the Board of Directors will approve the purchase.
- All expenses for fundraisers must be processed through appropriate Enable purchasing processes listed above. In-kind donations offsetting cash values of sponsorships must be pre-approved by the fundraiser subcommittee and Executive Director.

Other Purchasing Situations Emergency Purchases

Should an emergency occur related to Enable being able to perform its mission and requiring purchases greater than \$5,000 the Executive Director is authorized to expend funds with the approval of the Board President and Board Vice President. Such expenditures will be reviewed by the Board of Directors during the subsequent monthly board meeting.

Travel and Conferences

All employee travel must be pre-approved by the Executive Director and within the approved budget. Travel outside the approved budget by the Executive Director must be approved by the Finance Committee.

Insurance

Annually the Board of Directors will review the D&O Liability Insurance, General Liability, Volunteer Liability, and Property Insurance policies to assess adequacy of coverage.

Contracts

The Executive Director is authorized to enter into any contract on behalf of Enable if less than one year in duration or less than \$5,000 total. Contracts greater than one year or \$5,000 require approval by the Board of Directors. A motion is made by the Finance Committee and approved by the Board of Directors for the Executive Director to sign all contracts. The Executive Director is authorized in perpetuity to sign MOUs and the United Way Partner contract.

Loans

No Director, Officer, employee, or volunteer shall have the authority, on behalf of Enable, to enter into a loan or any other contract of indebtedness except by unanimous vote on a specific resolution presented to the Board of Directors. The authority designated by this provision shall be limited to a single and specific instance.

Reporting

The Financial Manager is responsible for reporting the overall expenditures to the Treasurer of the Board of Directors. The Board of Directors or the Finance Committee may request documentation on any purchase at any time.

PURCHASING POLICY SIGNATURE PAGE

In accordance with the Purchasing Policy adopted by the Board of Directors, I do hereby declare and affirm that I have received and read the policy and I will adhere to the document's spirit, principles, and practices.

Signature: _____ Date: _____

Printed Name: _____

Policy Change Log

Who	What Changed	When
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<p>Kiliaen Anderson</p>	<p>Rebranded, Reformatted, Changed Operations Director to Financial Manager, highlighted areas of interest, <i>highlighted areas to be reviewed by Ann A</i>, Added:</p> <ul style="list-style-type: none"> - A motion is made by the Finance Committee and approved by the Board of Directors for the Executive Director to sign all contracts. The Executive Director is authorized in perpetuity to sign MOUs and the United Way Partner contract. (Contracts) - In rare events that a purchase is made by an Enable employee for approved expenses using personal funds a request for reimbursement must be submitted and authorized by the Executive Director in a timely manner with receipt. (Purchasing Process) -To maintain segregation of duties, members of the Board of Directors may not submit receipts for reimbursements. Any purchase made by a Board of Director on behalf of Enable with personal funds will be accepted as a donation of purchase value. (Purchasing Process) -All expenses for fundraisers must be processed through appropriate Enable purchasing processes listed above. In-kind donations offsetting cash values of sponsorships must be pre-approved by the fundraiser subcommittee and Executive Director. (Purchases in Not Approved Budget) - ... General Liability, Volunteer Liability, and Property Insurance policies to assess adequacy of coverage. (Insurance) 	<p>4/26/24</p>



Risk Management Plan

Risk Management Philosophy

Underlying the mission of Enable Madison County, hereinafter referred to as, Enable, is a concern for the well-being of the clients, volunteers, and employees in the organization. Protecting the health, safety, and security of our vulnerable population we serve and receive our Aging in Place program services. In keeping with this philosophy, all services must be delivered safely, coordinated through the trained staff who recruit, orientate, and train the volunteers who provide direct client services.

Risk Management Goals

Enable seeks to employ best practices nonprofit risk management procedures and strategies in order to create and sustain a safe environment that enables the delivery of direct services for our homebound clients and our community.

General Safety Principles

The agency strives at all times to operate in compliance with local, state, and federal laws and regulations. **Enable maintains D&O liability insurance, general liability insurance, volunteer medical insurance, and employee bond insurance.** The organization provides health care benefit package and worker's compensation insurance. The executive provides the governance committee with an annual legal compliance review. The organization has policies in place to educate and ensure staff are knowledgeable of our mission, vision, and safety procedures. This is a primary responsibility of the directors and executive to assess and identify potential risk factors.

Safety and risk management activities are multi-faceted and include:

- Thoughtful screening, selection and training of volunteers and staff.
- Creation and enforcement of policies, standards, guidelines, and procedures as guides for planning.
- Maintaining safe and secure facilities.
- Establishing procedures to be followed in the event of an emergency.
- Maintaining clear communication channels.
- The agency purchases insurance coverage as a financing mechanism for certain risks but recognizes that insurance is not a substitute for vigilance in planning and implementing programs.

Responsibility for Risk Management

Board of Directors and Executive

- Sets risk management goals, adopts annual operating objectives and budget with risk management included.
- Reviews operational reports to determine compliance and future priorities.
- Ensures compliance with policies and standards imposed by national organization or

accrediting organization.

- Adopts and establishes policies and standards.
- Reviews the agency's insurance program periodically.
- Reviews the agency's risk management plan annually.
- Assigns board members to perform annual review of the risk management plan.
- Completes necessary paperwork for continuing funding.
- Keeps the board apprised of emerging threats and opportunities facing the organization.
- Leads organization-wide effort to protect the vital assets of the agency.
- Coordinates meetings of the Strategic Planning Committee.
- Monitors and evaluates the insurance program, maintaining appropriate funding levels.
- Integrates risk management throughout the agency's programs.

Annual Self-Assessment

The staff reviews the operational policies and procedures manual annually to identify processes that need to be modified or eliminated.

Board Development

The 2020-2021 board composition and recruitment matrix are updated annually to ensure recruitment of a diverse representatives of the community and the ability to recruit members to provide the skills and competencies required to provide the professional skills and qualities needed. Per the strategic action plan, the governance committee is actively recruiting new board members that reflect the population served by Enable, and to establish a board onboarding process that includes the board manual. Potential members are vetted (background checks) and provided training on the board's roles and responsibilities.

Financial Risk Policies

Increasing our funding resources is one of the objectives identified in the strategic plan to build our brand and increase funding sources. The board plans to create a task force to identify ways to build our brand and create a marketing plan and development/fundraising plan. Since Enable is not a fee for service organization, we are dependent upon our community donors and grants. Historically, the organization has heavily relied on our local United Way and the Combined Federal Campaign (CFC) as our dependable funding sources, in the last 10 years we have experienced a 64.83% decrease in allocations and designations. The board approved the fiscal year 2021 resource development plan to address budget shortfalls and explore opportunities to generate corporate partnerships, create a comprehensive marketing plan, social media, and marketing plan. Executive has recommended to create part time responsibilities for a staff member to increase our support of the Resource Development Committee. These responsibilities include tracking donor and event information in the database, providing reports for improving sustainable giving from individuals and corporations throughout the year, keeping committee members on task in planning fundraising events, and providing guidance and administrative support in accomplishing additional fundraising efforts.

To diversify our fundraising efforts, Enable continues to seek new opportunities including strategic partnerships to improve visibility in our community, participating in annual national giving campaigns such as GIVE65 through Home Instead Senior Care Foundation and Giving Tuesday, and utilizing local media to increase attendance of fundraising events and knowledge of our organization to members of our community. The organization recognizes that it must seek new funding opportunities for the sustainability of our services.

Enable is committed to following the guiding principles of the Standards for Excellence code

promulgated by the Standards for Excellence Institute, a set of established benchmarks and procedures used to measure management and ethical accountability in nonprofit organizations. Enable has a sound financial and operational system in place to ensure accurate records are kept. Our financial and non-financial resources are used in furtherance of tax-exempt purposes. Periodically our processes and systems are reviewed to ensure accuracy and transparency of our financial and operational reporting, and safeguards to protect the integrity of our reporting systems. All business records shall be retained for a period no longer than necessary for the proper conduct and functioning of Organization. "Records" refers to all business records of the United Way of Madison County including written, printed, and recorded materials, as well as electronic records (i.e., emails and documents saved electronically). Expense advancements are not allowed by this agency. All expenses must be pre-approved and follow the reimbursement and check request policy.

Enable Policies

Under the direction of the board, the creation and enforcement of policies, standards, guidelines, and procedures as guides for planning Enable required training and information is provided to staff, board, and volunteers, and is appropriately documented. Policies implemented include a Standard of Conduct listing inappropriate conduct by staff and volunteers. Staff and volunteers are expected to act professionally and are provided with a grievance procedure to resolve the complaint. Whistleblower protection policy establishes policies and procedures to prevent or detect and correct improper activities. Directors and other volunteers may submit concerns to the Executive Director or directly to the chair of the Governance Committee. The confidentiality code includes information that should be held in the strictest confidence and trust whether disclosed orally or in writing, to directors, volunteers, staff, donors, prospective donors, vendors, or others holding a business relationship with Enable.

Communication

No employee other than the designated spokesperson may speak or release information on behalf of Enable. Employees must maintain a clear difference between his/her individual viewpoint and that of Enable (whether written or oral). Employees may not use Enable letterhead for correspondence involving "personal matters". Employees giving public addresses or writing articles for publication involving Enable must receive advance permission from the Board of Directors or Executive Director prior to delivery or publication. Any employee who violates this policy will be subject to disciplinary action up to and including termination.

The organization will issue a timely response that is formulated with the executive, board president, executive committee, and legal counsel, if necessary. Communication with our stakeholders encourages our organization to be more effective, ethical, and accountable in all situations.

Facility

The agency follows the safety and security measures put into place by United Way management per our lease agreement.

Finances

The agency has adopted separate financial management policies.

Firearms and Weapons Policy

The agency follows the safety and security measures put into place by United Way management per our lease agreement and abides by their rules and regulations. United Way prohibits firearms and weapons on their campus. Enable's general conduct and work rules addresses workplace practices of

importance to everyone and has defined and clarified expectations to ensure the best possible work environment.

Human Resources

Enable ensures that all staff members are appropriately trained for the positions for which they are employed. The board of directors and executive reviews and amends the employee policy handbook at least annually. Updates/changes are provided to staff members annually, or as they are employed, and include (but aren't limited to) employment status, training, salaries, and benefits.

Insurance Plan

The agency carries insurance including directors and officers, employee bond, general liability, and worker's compensation policies. In the event of property loss, theft or damage, the executive will work with the appropriate insurance carrier to remedy the situation.

Strategic Planning

The board and staff members meet annually to review the agency's risk management strategies as part of the strategic planning process.

Volunteer Recruitment

The Board supports an active recruitment of volunteers. The following promotional avenues will be pursued to recruit volunteers: personal recruitment; newspaper, radio, and television ads; presentations at civic clubs, organizations, colleges, and churches; website; brochures, flyers, and posters; all fund-raising events; and through special events. Volunteers must all sign the Enable Waiver of Liability agreeing that the volunteer will release and forever discharge and hold harmless Enable and its successors from any and all liability. This agreement also includes an assumption of risk clause, medical treatment clause, a statement of insurance coverage, and a photographic release agreement. At the time of a new volunteer orientation Enable also provides the volunteer with a copy of the Federal Volunteer Protection Act (U.S.C 14501) Limitation on Liability for Volunteers so they are aware of the liability they may take on as a volunteer.

Pledge to Transparency

Enable of Madison County maintains transparency for all stakeholders to build trust among our community. In times of crisis all stakeholders will be communicated with regarding the full ramifications and parameters facing the organization, as each are vital members of the organization.

Change Log

Who	What Changed	When
Kiliaen Anderson	Rebranded, Reformatted, Highlighted items of interest or that may need revised for Ann	4/26/24