Nondiscrimination Policy

The officers, directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of Honor Flight Columbus, Inc. not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran’s status, political service or affiliation, color, religion, or national origin.

Effective: 10.23.18

President:

Baseline December 23, 2018
Conflict of Interest Policy

When the Board of Directors is considering a proposed transaction that may benefit the private interest of an officer or director, the Conflicts of Interest Policy shall be referenced and followed.

No director, officer or employee of the Corporation shall solicit or accept, directly or indirectly, anything of substantial monetary value (including any gift, gratuity, favor, entertainment, loan or other consideration) from any person or entity which has, or is seeking, a contractual, donative, employment, financial or other beneficial relationship with the Corporation without first making a disclosure of such conflict of interest to the Board of Directors.

Annually all board members, employees, and key volunteers in leadership positions are to sign the Corporation Conflict of Interest statement (Appendix A). The signed statements are to be kept in the Honor Flight Columbus Board and Policy binder in the office.

Effective: 10.23.18

President:

Baseline October 23, 2018
Document Retention Policy

Purpose.

The purpose of this document retention policy is establishing standards for document integrity, retention and destruction and to promote the proper treatment of Honor Flight Columbus, Inc. records.

General Guidelines

Records should not be kept if they are no longer needed for the operation of the business or required by law or when they do not go against the document retention policy. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, Honor Flight Columbus, Inc. may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such a preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

Storage of documentation shall be considered in paper form to be in the Honor Flight Columbus Corporate offices, and/or electronically in systems in the offices and backed up to alternate media.

Exception for Litigation Relevant Documents

Honor Flight Columbus, Inc. expects all officers, directors, volunteers and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, volunteers and employees should note the following general exception to any stated destruction schedule:

- If corporate records are relevant to litigation or potential litigation (i.e. a dispute that could result in litigation), then those records must be preserved until it is determined that the records are no longer needed. This exception supersedes any previously or subsequently established destruction schedule for those records.

Minimum Retention Periods for Specific Categories.

Corporate Documents.

Corporate records include the corporation’s Articles of Incorporation, Code of Regulations and IRS Form 1023 Application for Exemption. Corporate records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures and other documents concerning the corporation’s revenues. Tax records should be retained for a least seven (7) years from the date of filing the applicable return.

Baseline October 23, 2018
Employment Records/Personnel Records

State and federal statutes require the corporation to keep certain recruitment, employment and personnel information. The corporation should also keep personnel files that reflect performance reviews and any complaints brought against the corporation or individual employees under applicable state and federal statutes. The corporation should also keep in the employees’ personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications and related employment documentation should be retained for three (3) years. Other employment, personnel and performance related records should be retained for seven (7) years.

Board and Board Committee Materials

Meeting minutes should be retained in perpetuity in the corporation’s minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than three (3) years by the corporation.

Legal Files

Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten (10) years.

Contracts

Final, execution copies of all contracts entered into by the corporation should be retained. The corporation should retain copies of the final contracts for at least three (3) years beyond the life of the agreement, and longer in the case of publicly filed contracts.

Correspondence

Unless correspondence falls under another category listed elsewhere in this policy, operational impacting correspondence should generally be saved for one year plus the current year.

Banking and Accounting

Accounts payable ledgers and schedules should be kept for seven (7) years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three (3) years. Any inventories of products, materials, and supplies and any invoices should be kept for seven (7) years. Records of donations are considered banking records and are needed to be kept for seven (7) years.

Insurance records

Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.

Audit Records

External audit reports should be kept permanently. Internal audit reports should be kept for three (3) years.

Baseline October 23, 2018
Veteran and Guardian applications and associated forms.

Paper Applications for Honor Flight Columbus should be retained for at least five (5) years. A soft version of the application as well as the application that is required to display the application needs to be kept permanently and is to be backed up and kept off premises.

Electronic Mail

Email that needs to be saved should be either:

- Printed in hard copy and kept in the appropriate file; or
- Downloaded to a computer file and kept electronically or on disk as a separate file
- The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

Effective: 10.23.18

President: 

Baseline October 23, 2018
Non-Disclosure Agreement

All volunteers that have access to Veteran and/or Guardian personal data as part of their volunteer tasks are to complete a Non-Disclosure Agreement (Appendix B). The signed agreements are to be kept in the Honor Flight Columbus Board and Policy binder in the office.

Effective: 10-23-18

President

Baselined October 23, 2018
Ethics - Whistle Blower Policy

Honor Flight Columbus, Inc. requires and encourages board members, employees and volunteers to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The board members, employees and volunteers of the corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of Honor Flight Columbus, Inc. to adhere to all laws and regulations that apply to the corporation and the underlying purpose of this policy is to support the corporation’s goal of legal compliance. The support of all corporate employees and volunteers is necessary to achieving compliance with various laws and regulations.

Honor Flight Columbus (HFC) prohibits fraudulent practices by any of its board members, employees or volunteers. This policy outlines a procedure for HFC board members, employees or volunteers to report actions that the board member, employee or volunteer reasonably believes violates a law or regulation, or that constitutes fraudulent accounting or other practices. This policy applies to any matter that is related to HFC business and does not relate to private acts of an individual not connected to the business of HFC.

Reporting: If a board member, employee or volunteer has a reasonable belief that a board member, employee or volunteer of HFC has or is engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the board member, employee or volunteer is expected to immediately report such information to the Board President.

If the board member, employee or volunteer does not feel comfortable reporting the information to the Board President, the expectation is the information be reported to the Executive Director, Assistant Executive Director or any other board member.

All reports will be followed up promptly. HFC will strive to keep the identity of the reporting individual as confidential as possible while conducting an adequate review and investigation.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove to have been made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.

Retaliation: HFC will not retaliate against an employee in the terms and conditions of employment because the employee: a) reports to a supervisor, to any Board member or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or b) participates in good faith in any resulting investigation or proceeding; or c) exercises his or her rights under any state or federal law(s) or regulations to pursue a claim or take legal action to protect the employee’s rights.

HFC may take disciplinary actions (up to and including termination) against any board member, employee or volunteer who, in management’s assessment, has engaged in retaliatory conduct in violation of this policy.

Baselined October 23, 2018
Ethics - Whistleblower Policy, page 2

In addition, HFC will not, with the intent to retaliate, take any action harmful to any board member, employees or volunteer who has provided to law enforcement personnel or any court truthful information related to the commission or possible commission by HFC or any of its board member, employees or volunteers of a violation of any applicable law or regulation.

Board members, employees and volunteers will be advised on this policy and HFC’s prohibition against retaliation in accordance with this policy.

Effective: 10.23.18

President:

Baseline October 23, 2018
Transparency and Accountability Policy

Disclosure of Financial Information with the General Public

By making full and accurate information about its mission, activities, finances, and governance publicly available, Honor Flight Columbus, Inc. practices and encourages transparency and accountability to the general public. This policy will:

(a) Indicate which documents and materials produced by the corporation are presumptively open to employee and/or the public.

(b) Indicate which documents and materials produced by the corporation are presumptively closed to employee and/or the public.

(c) Specify the procedures whereby the open/closed status of documents and materials can be altered.

Financial and IRS documents (The form 1023 and the form 990)

Honor Flight Columbus, Inc. shall provide its Internal Revenue forms 990, 990-T, 1023 and 5227, Code of Regulations, conflict of interest policy, and financial statements to the general public for inspection free of charge.

IRS Annual Information Returns (Form 990)

Honor Flight Columbus, Inc. shall submit the Form 990 to its board of directors prior to the filing of the form 990. While neither the approval of the form 990 nor a review of the 990 is required under Federal law, the corporation’s Form 990 shall be submitted to each member of the board of director’s via (hard copy or email) at least 10 days before the form 990 is filed with the IRS.

Board

(a) The Public may attend meetings with prior approval from the President. Request for attendance and meeting details should be forwarded to the Board Secretary.

(b) All board minutes shall be open to the public upon request once accepted by the board, except where the board passes a motion to make any specific portion confidential.

(c) All papers and materials considered by the board shall be open to the public upon request following the meeting at which they are considered, except where the board passes a motion to make any specific paper or material confidential.

Baseline October 23, 2018
Employee and Volunteer Records

(a) All employee and volunteer records shall be available for consultation by the member concerned or by their legal representatives.

(b) No employee or volunteer records shall be made available to any person outside the corporation except the authorized governmental agencies.

(c) Within the corporation, employee and volunteer records shall be made available only to those persons with managerial or personnel responsibilities for the employee member or volunteer.

(d) Employee and Volunteer records may only be used for the sole purpose of Honor Flight Columbus and in execution of our mission statement. Volunteer records are to be held as confidential and have a visible confidential statements attached to all issues of the Volunteer database.

(e) Employee or volunteer records shall be made available to the board when requested.

Donor Records

(a) All donor records shall be available for consultation by the members and donors concerned or by their legal representatives.

(b) No donor records shall be made available to any other person outside the corporation except the authorized governmental agencies.

(d) Within the corporation, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors, except that Donor records shall be made available to the board when requested.

Communication of General Policies

Honor Flight Columbus corporation shall make available to their volunteers and employees the General Policies provided herein by posting the document to our website.

Effective: 10.23.18

President: 

Baselined October 23, 2018