

DONOR PRIVACY POLICY

The Armory Foundation is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party.

Awareness. The Armory Foundation provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used.

Information Collected. Here are the types of donor information that we collect and maintain:

- Contact information: name, company or organization, complete address, phone number, email address;
- Payment information: credit card number and expiration date, and billing information;
- Your request to receive periodic updates; e.g., to individuals who request it, we will send periodic mailings related to specific fund-raising appeals, prayer concerns, and newsletters.

How Information is Used. The Armory Foundation uses your information to understand your needs and provide you with better service. Specifically, we use your information to help you complete a transaction, communicate back to you, and update you on the organization. Credit card numbers are used only for donation or payment processing and are not retained for other purposes.

No Sharing of Personal Information. The Armory Foundation will not sell, rent, or lease your personal information to other organizations. We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes.

Removing Your Name From Our Mailing List. It is our desire to not send unwanted email to our donors. Please contact us if you wish to be removed from our email list.

Donation information is protected through the secure and encrypted systems via Paypal, where all donations are processed. Email addresses, names and other contact information are protected by a secure system designed to prevent unauthorized disclosure of your personal information.

Contacting Us. If you have comments or questions about our donor privacy policy, please send us an email at Info@Armorytrack.com

CONFLICT OF INTEREST POLICY OF THE BOARD OF DIRECTORS OF THE ARMORY FOUNDATION

Members of the Board shall not personally benefit as a result of their Board involvement, except for reasonable compensation of services rendered.

In the event that the Board considers an issue that involves financial relationship between the organization and a member of the Board the Board Member will disclose to the Board the financial relationship that the particular Board Member has, with respect to the issue. The Board Member shall refrain from voting on the matter.

Board Members who serve as an employee or volunteer in a decision making capacity on behalf of another organization which The Armory is working with or transacting business with, shall inform the Board Chairman and Executive Director as to their involvement in the said organization.

It should be mentioned that the Conflict of Interest Policy as enumerated here applies to a Board Member's immediate family, as well as themselves.

WHISTLE BLOWER POLICY

Open Door Policy Problem Resolution Procedure

The Armory Foundation recognizes that any employee can experience problems at work. The Armory Foundation is committed to providing the best possible working conditions for its employees and as part of this commitment encourages an open and frank atmosphere in which any problem, complaint, suggestions, or question receives a timely response. The Armory Foundation has provided a Whistle Blower Communication procedure by which any employee can anonymously submit and receive written communication.

The Armory Foundation has adopted the following internal procedures to achieve effective resolution of issues as they occur. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, business-like manner, or for filing a complaint under the Problem Resolution Procedure. If a situation occurs wherein employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. An employee may discontinue the procedure at any time.

The problem resolution process is as follows:

1. Report the problem to the President within five calendar days after it occurs. If the President is unavailable to address the problem, or if you believe it would be inappropriate to contact the President you may present the problem to the Chair of the Board or to another member of the Board of Directors.
2. The President responds to the problem during discussions or within five business days. Consulting with appropriate management may be necessary. The President must document the discussion.
3. You may appeal the President's answer to the Chair or to another member of the Board within five business days if the problem is unresolved.
4. In the event the Chair is consulted, the Chair counsels and advises the employee. It may be necessary for the Chair to initiate discussions with other appropriate individuals. The Chair must document the discussion, and the employee may be asked to present the complaint in writing.
5. The Chair will work to help resolve the situation, facilitate communication between the parties, and bring closure to outstanding concerns.

RETENTION AND ACCESS REQUIREMENTS FOR RECORDS - GENERAL

The corporate records of The Armory Foundation are important assets. Corporate records include all records you produce as an employee, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or a case study, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense report.

The organization expects all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: if you believe, or the organization informs you, that Company records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until legal consultation determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

From time to time, the organization establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and to accomplish other objectives, such as preserving intellectual

property and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, 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 identified above, as well as any other pertinent factors.

1. **Tax Records** - including, but may not be limited to, documents concerning payroll, expenses and revenues. Tax records should be retained for at least six years from the date of filing Form 990 and other tax related documents.
2. **Employment Records/Personnel Records** - state and federal statutes require The Armory Foundation to keep recruitment, employment and personnel information. The Armory Foundation is also required to keep personnel files that reflect performance reviews and any complaints brought against the organization or individual employees under applicable state and federal statutes. Employment and personnel records should be retained for six years.
3. **Board and Board Committee Materials** - meeting minutes should be retained in perpetuity in the Company's minute book. A clean copy of all Board and Board Committee materials should be kept for no less than six years.
4. **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 years.
5. **Contracts** - final, execution copies of all contracts entered into by the organization should be retained for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

RETENTION AND ACCESS REQUIREMENTS FOR RECORDS – UNITED STATES FEDERALLY FUNDED PROJECTS

This section sets forth specific requirements for record retention and access to records produced with funds from the US Federal Government:

1. Financial records, supporting documents, statistical records, and all other records pertinent to a grant or award shall be retained for a period of three years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. The only exceptions are the following:

- a. If any litigation, claim, or audit is started before the expiration of the 6-year period, the records shall be

retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

b. Records for real property and equipment acquired with US Federal funds shall be retained for 6 years after final disposition.

c. When records are transferred to or maintained by a US Federal Agency, the 3-year retention requirements is not applicable to The Armory Foundation.

d. Indirect cost rate proposals, cost allocations plans, etc.

2. Copies of original records may be substituted for the original records if authorized by a cognizant US Federal Agency

3. The US Federal Agency may request **transfer of certain records** to its custody from recipients when it determines that the records possess long term retention value. However, in order to avoid duplicate recordkeeping, that agency may make arrangements for recipients to retain any records that are continuously needed for joint use.

Failure to comply with the Document Retention Policy may result in punitive action against the employee, including suspension or termination.