



Women in Cable
Telecommunications™

**Conflict of Interest Policy Guidance for
Women in Cable Telecommunications (WICT) Chapters**
(Effective 1/1/2015)

Every non-profit organization (including WICT National and each of the Chapters) must adopt a conflict of interest policy to ensure that they are not facilitating excessive personal benefit or self-dealing, as this may result in serious penalties.

To help your chapter remain in compliance with federal regulations that govern nonprofits, WICT National is providing you with the attached template that you may personalize with your chapter's information. The policy encourages volunteer leaders to disclose any information that could be perceived by a reasonable person to be a conflict of interest. Note that your state may also have certain requirements that you may need to incorporate into the policy.

You should review and vote to adopt this policy with your board of directors every year, and each volunteer leader must disclose any potential conflicts and sign where indicated on page 4. The Chapter Treasurer should collect the signed documents and provide them to the Chapter President for review.

Once signatures have been obtained from all volunteer leaders, the Chapter President should sign below and return this form to WICT National. The individual forms with signatures may be scanned and stored electronically or otherwise archived for 3 years.

Angela T. Washington 3/30/15
Signature Date

Name: Angela Washington

Title: Marketing Manager/President

Chapter Name: Virginia

Date shared and adopted by the Chapter Board of Directors: 3/30/15

Email: Angela.Washington@emp.shentel.com



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**Whistleblower Policy Guidance for
Women in Cable Telecommunications (WICT) Chapters
(Effective 1/1/2015)**

Every non-profit organization (including WICT National and each of the Chapters) must adopt a Whistleblower Policy. The policy should serve three purposes: (1) it should encourage volunteer leaders to come forward with credible information regarding illegal practices or violations of adopted policies of the organization; (2) it should explicitly state that the organization will protect the individual from retaliation for coming forward with the information; and (3) it should identify the parties to whom such information can be reported.

To help your chapter remain in compliance with federal regulations that govern nonprofits, WICT National is providing you with a template Whistleblower Policy that you may personalize with your chapter's information.

You should review and vote to adopt this policy with your board of directors every year, and each volunteer leader must disclose any potential conflicts and sign where indicated on page 3. The Chapter Treasurer should collect the signed documents and provide them to the Chapter President for review.

Once signatures have been obtained from all volunteer leaders, the Chapter President should sign below and return this form to WICT National. The individual forms with signatures may be scanned and stored electronically or otherwise archived for 3 years.

Angela T. Washington 3/30/15
Signature Date

Name: Angela Washington
Title: Marketing Manager/President
Chapter Name: Virginia
Date shared and adopted by the Chapter Board of Directors: 3/30/15
Email: Angela.Washington@emp.shentel.com



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**Document Retention and Destruction Guidelines for
Women in Cable Telecommunications (WICT) Chapters**
(Effective 1/1/2015)

Every non-profit organization (including WICT National and each of the Chapters) must establish its own document retention and destruction policy. WICT Chapter records include essentially all records produced, whether paper or electronic.

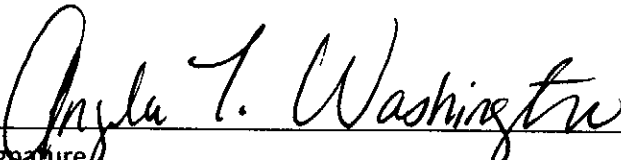
To help your chapter remain in compliance with federal regulations that govern nonprofits, WICT National is providing you with a template document retention and destruction policy that you may personalize with your chapter's information.

You should review and vote to adopt this policy with your board of directors.

The policy includes statements conveying the spirit of the following points:

- (1) All volunteers must fully comply with the records retention or destruction policies and schedules as adopted by the board.
- (2) If you believe that Chapter records may need to be referenced during a dispute that could result in litigation, then those records must be preserved until the Chapter determines the records are no longer needed. This exception supersedes any previously or subsequently established destruction schedule for those records.

Once the board has voted to adopt the document retention policy, the Chapter President should sign below and return this form to WICT National.


Signature


Date

Name: Angela Washington

Title: Marketing Manager/President

Chapter Name: Virginia

Date shared and adopted by the Chapter Board of Directors: 3/30/15

Email: Angela.Washington@emp.shentel.com