

**UEMI POLICIES REQUIRED BY IRS FORM 990**  
**May 20, 2009**

- 1. Conflict of Interest (with a requirement to annually disclose any conflicts, and regularly monitor and enforce compliance)**
- 2. Whistleblower**
- 3. Document retention and destruction**

**1. Conflict of Interest (with a requirement to annually disclose any conflicts, and regularly monitor and enforce compliance)**

Each member of the Board shall be required to reveal if there is any way in which s(he) benefits either financially or in goods and services from the donations to, or ministry of, either UEMI or UEM, that were for personal gain and unrelated to the basic purpose of these ministries. Compliance shall be monitored by the Executive Committee of the Board, after periodic review of the financial statements prepared by UEMI staff, and further reviewed by the entire Board at its Annual Meeting. This disclosure shall become a part of the agenda of the Annual Meeting and recorded in its minutes. If the Board determines that any such benefits were either undisclosed to the full Board or otherwise unauthorized, and that the benefits accrued were not in direct support and furtherance of the ministry of UEMI or UEM, full restitution shall be required by the individual involved and, if necessary, legal recourse sought. The financial records of UEMI shall also be made available to any donor to this ministry, and form 990 shall be posted on the website.

**2. Whistleblower**

Any staff member of or donor to UEMI shall have access to the full Board at any time. This access shall be made known by written application, including details of the alleged malfeasance, to the President of UEMI. Upon receipt of this application, the President shall immediately forward copies to all Board Members and a meeting to review the allegation shall be scheduled within the next 30 days. The applicant may be present if the Board meets in person, or to participate if the meeting is by conference call. The outcome of such reviews shall be published in the Board's minutes and made available to anyone who has legitimate standing in regard to the allegation. If the President of UEMI does not act upon receipt of the application, the applicant may contact any or all other Board members. The names of all Board members shall be posted on the website.

**3. Document retention and destruction**

All financial reports, records of donations, and minutes of UEMI Board Meetings shall be retained in either hard copy or digital format for a minimum of ten years, and shall be available to any party who has a clear "reason to know," such as new Board Members and donors. If the Board decides to destroy such records at the end of ten years of retention, it shall be by shredding or other permanent destruction.