

USE OF RESOURCES POLICY

FPRAZ is a trusted steward of private donations and public monies. As a result, any activities funded by FPRAZ are held to the highest level of scrutiny and expectations by the public. To demonstrate their commitment to public trust and accountability, all Board Members, Officers, and Affiliates of FPRAZ are expected to act in the best interests of the organization and their fellow members by using company property respectfully and in accordance with this Policy.

Compliance with the Law

Affiliates shall comply with all applicable environmental, safety, regulatory and fair-dealing laws governing their use of FPRAZ resources, as well as any other statute, regulation, or other legal authority governing their work for FPRAZ. Affiliates shall become familiar with and comply with all FPRAZ Policies, including this Use of Resources Policy. Affiliates are expected to be ethical and responsible when dealing with FPRAZ finances, products, partnerships, and its public image.

Protection of FPRAZ Property

All Affiliates must treat FPRAZ property, whether material or intangible, with respect and care.

- Protect material property purchased, leased or rented with FPRAZ resources (e.g. bureau vehicles) from damage and vandalism, whenever possible.
- Use equipment, software and processes for their intended purposes and in a safe manner.
- Affiliates must only use FPRAZ's intellectual property (e.g. trademarks, copyrights, and trade secrets) for FPRAZ-related tasks. Affiliates must take care to protect FPRAZ's intellectual property as required by the FPRAZ Confidentiality of Records and Files Policy.

Travel

It is the policy of FPRAZ to provide reimbursement to Affiliates for pre-approved business-related travel expenses, including transportation, hotels and food. These expenses must be reasonable and necessary, as well as job-related, and must be pre-approved in writing by the Executive Director.

- **Lodging** – The rates for lodging while traveling paid for with Friends Resources should be consistent with the policies set forth by MCCC. Copies of the MCCC travel policy shall be provided to all Affiliates upon request to the Executive Director or his or her designee.

Adopted by Board Resolution on March 21, 2019.

- **Airfare** – The least expensive direct, non-stop commercial airfare in Economy or similar class from the airport nearest the traveler’s home or office to the airport nearest the destination will be used whenever possible. Any upgrades will be made at the cost of the Affiliate, unless the Executive Director has granted prior approval. Airline reservations should be made at least 14 days in advance of travel, if possible. All itineraries are subject to the approval of the Executive Director or his or her designee. Any additional expense related to companion travel is the responsibility of the Affiliate, unless otherwise approved by the Executive Director or his or her designee.
- **Meals** – The cost for meals paid for with Friends Resources should be reasonable for the context in which they occur, taking into consideration flexibility, guests being entertained, quality and availability. The reasonableness of the expenditures will be determined by the FPRAZ Executive Director and/or the FPRAZ Board Chair, but in no event should meals exceed \$100 per person in attendance, including taxes and tip, without prior approval of the Executive Director.

When traveling on FPRAZ business or using FPRAZ Resources, Affiliates will be held to the highest standard of conduct. Affiliates who fail to conduct themselves in a professional and responsible manner while traveling using FPRAZ Resources will be subject to appropriate discipline, as outlined below.

Disciplinary Action

FPRAZ may have to take disciplinary action against anyone who fails to follow this policy. If the Affiliate is an employee of MCCCDC, FPRAZ will contact District about the infractions for possible action to be taken. The district will determine the Disciplinary action to be taken. For Disciplinary action against board members, the Board will determine the Disciplinary action. Disciplinary actions will vary depending on the violation.

FPRAZ may also take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.