

Living Waters International, Inc.

Policy Statements (Version 3 – October 2011)

Mission Statement

The mission of Living Waters International is to procure funds for the support of Roman Catholic missionary and international development projects in East Africa. This mission arises from faith in Jesus Christ, the belief that He desires that the Gospel be shared with all people, and the belief that He calls each of us to do our part to alleviate human suffering among the poor and marginalized of this world.

Audit Committee – Annually and as part of the organization meeting, the President shall appoint 2 directors to serve on the audit committee. The audit committee will select the independent audit firm to audit the annual financial statements and the committee shall review all federal and state organizational annual returns.

Codes of Ethics – Living Waters International will conduct its affairs with the highest level of ethics and professional standards. As part of these standards and expectations, all LWI officials (employees and directors) are required to comply with LWI policies, procedures, and to abide by state and federal laws and regulations. Officials are further required to conduct themselves in a manner that is professional, positive, and that provides for a safe, respectful, and ethical work environment at all times.

The following list is not all-inclusive, but provides examples of desired conduct:

- Exercise good faith and honesty in all dealings and transactions whether with a donor, beneficiary, director, or employee.
- Maintain and protect the confidentiality of donor, employee, and organizational information. This includes avoiding unnecessary gossip or discussion of donor transactions unless there is a “need to know” reason for discussing the transaction with another employee/director.
- Avoid personal involvement in any transaction in which the official, a family member, or other person or association with whom the official has a significant relationship, stand to gain financially whether directly or indirectly.
- Avoid accepting items from vendors or others that could be construed as an attempt to sway an official toward doing business with that entity or to provide non-public information.
- Avoid any other activity that is, or may be construed as a conflict of interest with duties and responsibilities with LWI.

Officials will need to provide initial and thereafter annual, written, acknowledgement that they have reviewed the Code of Conduct, and that they agree to comply with this policy and have no conflicts of interest in their position at LWI.

Duty of Loyalty Policy:

The directors, officers and employees pledge their individual loyalty to Living Waters International, Inc. by not representing other organizations that by their nature could be in conflict with LWI’s mission, or compete with LWI for grant or donor contributions.

Officials will need to provide initial and thereafter annual, written, acknowledgement that they have reviewed the Duty of Loyalty Policy, and that they agree to comply with this policy and have no conflicts of interest in their position at LWI.

Annual Conflict of Interest statement required as apart of Code of Ethics and Duty of Loyalty Policies.

I, the undersigned official of Living Waters International, Inc. have reviewed a copy of the current Code of Ethics and Duty of Loyalty policies and agree to abide by them. Further, I am not aware of anything that would constitute a conflict of interest in my ability to carry out my duties with LWI, and should a conflict arise in the future I will immediately notify the President or the Treasurer of LWI. I understand that I may be subject to disciplinary action, up to and including termination, for digressing from the Code of Ethics Policy, Duty of Loyalty Policy, or for other any reason as deemed appropriate by LWI.

Employee/Director Signature

Date

Whistle Blower Protection

Employees and officials of Living Waters International are required to maintain high ethical standards. Accordingly, no adverse action shall be taken against any employee or official who reports a significant breach in law, regulation, or policy when such action has been committed by another employee or official. Further, LWI will respect each employee’s and official’s right to anonymously and confidentially report infractions to the president. If the employee or official does not feel comfortable reporting to the president, they can report to any LWI board member.

Expense Reimbursement Policy

Travel Authorization

- a) Upon the president’s authorization, directors, and employees may travel at Living Waters expense to any legitimate LWI function or activity.
- b) Upon the treasurer’s authorization the president may travel at LWI expense to any legitimate LWI function or activity.

Allowable Expenses - In Detail

- a) Transportation
 - (1) Actual cost of air travel when necessary by shortest route to and from approved destination. Air travel to be by coach or economy.
 - (2) When, as a matter of choice or expediency travel is done by automobile, expenses at the IRS allowable mileage rate will be allowed to and from approved destination. It is requested that, when possible, car pool travel be arranged.
- b) Hotel
 - (1) Actual cost of a single room will be allowed. Receipt from hotel must accompany expense report.
 - (2) Special hotel charges will be allowed only upon satisfactory explanation of the necessity of the expenditure.
- c) Meals - Actual reasonable cost of meals will be allowed while on official business. Receipts should be provided.
- d) Tips - Reasonable tips actually paid will be allowed, however, tips are not to exceed 15% of the meal cost.

Telephone/Fax/E-mail - Actual cost of car parking such as airport/hotel parking while on LWI business will be allowed.

- h) Auto Rental/Shuttle Service/Taxicab - When traveling by air, travel to and from the airport should be done with hotel shuttle service, if available. If auto rental is required, then the least expensive model must be used.
- i) Other Travel Expenses - Other necessary expenses incurred by those traveling for Living Waters International must be described in writing and approval of such items shall be delegated to the president.

Unallowable Expenses

- a) Entertainment expenses not associated with the meeting, including but not limited to theaters, movies, sporting events, and nightclub costs.
- b) Valet services.
- c) In-room movie rentals.
- d) Travel expenses of non-LWI officials who travel with the official, i.e. spouse or guest.

Submission of Expense Reports - Expenditures for which the director/employee paid out of their own funds, and that meet the criteria of this policy, shall be submitted to the president in writing with appropriate documentation.

Approval of Expenses

- a) Payment of expense reports of directors/employees/members that are within the provisions of the preceding policies and submitted on the Living Waters International form shall be paid upon approval of the president.
- b) Payment of expense reports of the president shall be upon approval of the treasurer. The treasurer may refer to the board for review and determination of allowable and justifiable expense.

Record Retention Policy:

Living Waters International shall keep its records in accord with State and Federal laws and regulations.

The Secretary of LWI will serve as "records manager". The records manager will assure that records are maintained in accordance of the proceeding paragraph, and classify records into retention periods. For example:

- 7-year records include: Invoices, bank statements, routine correspondence, employee records, expired insurance policies.
- 10-year records include: student information, donor information, grant documents.
- Permanent records include: Federal and state annual organizational returns, board minutes, and annual audit statements.

Organizational Support Policy:

Whereas the mission of LWI is to provide funds to Missionaries, and whereas the board wants to raise as much funds as possible in support of this aim; and whereas the time, effort, and expense needed to accomplish this objective in a prudent and sound manner is substantial; and whereas the board desires to be good stewards of all money raised; and whereas the board desires to be fair and just in its personnel practices, therefore the following policies shall be followed.

- Total annual organizational expenses for salaries, general management, and fundraising shall be limited to no more than 10% of total support and revenue.
- Undesignated gifts to LWI shall be used first to cover budgeted organizational support needs.
- Undesignated gifts in excess of organizational support budget needs shall be forwarded to Missionaries.

Compensation Policy:

Employee compensation will be set by the board of directors and approved annually. The board in setting salary levels will consider the duties and responsibilities of the position and attempt to be fair to both the employee and the organization. Individuals serving on the board who are also employees shall not have a vote in determining their position's salary.

Non Discrimination Policy:

Living Waters International – Aid for African Catholic Missions prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, sex, disability, or any other applicable legislated categories, applicable to all persons served by it, to staff employment, and to membership on its governing board. Furthermore the organization does not discriminate in regard to religion applicable to all persons served by it.

Inquiries regarding these nondiscrimination policies or to file a complaint, please contact Living Waters International – Aid for African Catholic Missions at P.O. Box 614, Antigo, Wisconsin 54409.

Purpose Policy:

The purpose of Living Waters International, Inc. - Aid for African Catholic Missions is the procurement of funds for the support of *Roman Catholic* missionary and international development projects in East Africa. This mission arises from faith in Jesus Christ, the belief that He desires that the Gospel be shared with all people, and the belief that He calls each of us to do our part to alleviate human suffering among the poor and marginalized of this world.

The organization's programs and services attempt to address basic human and spiritual needs of the peoples of East Africa. To do this, the organization assists Roman Catholic missionary congregations and diocesan priests and nuns in project design, grant writing, and the procurement of funds for these projects. Projects include: construction of religious formation houses, schools, student hostels, churches, village chapels, health clinics, housing for the extreme impoverished who would otherwise have no shelter, wells and other water catchment projects, and solar and wind generating facilities. Other projects of the organization are food relief and support for the education of seminarians and primary, secondary, vocational and college students.

Funds are raised for these projects through competitive grants and private donations to the organization.

The geographic scope of the organization's provided services includes the African countries of Tanzania, Kenya, Uganda, Mozambique, and tribal regions of India.

Microloan Policy

It is the policy of Living Waters International, Inc. that loans may be extended to worthy individuals subject to the following:

1. Funds for the loan are provided explicitly by benefactors of Living Waters, Inc. for the purpose of borrowing to worthy individuals. No undesignated funds of LWI will be used for this purpose.
2. The loan is to be used to further the education or improve the economic condition of the recipient.
3. If the aggregate total of borrowings to the recipient is under \$1000 the loan needs approval of the President.
4. If the aggregate total of borrowings to the recipient exceeds \$1000, the loan needs approval of both the President and Treasurer.
5. New loans will not be considered to individuals whose aggregate balance exceeds \$5,000.
6. New loans will not be considered to individuals who are delinquent on previous borrowings.

The loans will be given interest free with repayment terms established based upon the unique circumstances of the recipient at the time of extension. However, as a guideline, repayment should commence within five years of the extension and the repayment period should be not be longer than 5 years.

The President and Treasurer will work with affiliated missionary congregations to collect and account for the repayment of the loans. LWI will offset future missionary grants for the funds collected. Monies collected from loan repayment will be designated for future borrowings to worthy recipients.