



**June 2010 Monitoring Report: 2.1, 2.2, 2.3**

**2.1 Treatment of Girls and Volunteers**

I hereby present my monitoring report on Executive Limitations policy 2.1, “Treatment of Girls and Volunteers” according to the schedule set out. I certify that the information contained in this report is true, and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

Signed: Barbara J. Bonjer, CEO Date: 6/3/10

2.1: With respect to interactions with girls and volunteers or those applying to be girls and volunteers, the CEO shall not cause or allow conditions, procedures, or decision that are unsafe, undignified, or unnecessarily intrusive. Further, without limiting the scope of the foregoing, by this enumeration, he or she shall not:

1. Use forms that elicit information for which there is no clear necessity.
2. Use methods of collecting, reviewing, transmitting, or storing information that allows improper access to the material gathered.
3. Provide facilities that are not accessible to all or do not provide for appropriate privacy.
4. Be unclear about what may be expected and what may not be expected from any service offered by the organization.
5. Discourage persons from airing a concern or complaint and being heard.

CEO Interpretation:

I interpret “unsafe” to mean dangerous, insecure, unguarded, or unprotected. “Undignified” has been interpreted to mean dishonorable, offensive or inappropriate. “Unnecessarily intrusive” is interpreted to mean invasive or uncalled for. “Cause or allow” is related to business acts of omission or commission by anyone in the operating organization. “Conditions, procedures, or decisions” include all business functions in my operational span of control. These interpretations are consistent with the dictionary definitions of the words.

Compliance:

Compliance will be demonstrated when:

1. An external review of at least two departments annually identifies no material issues related to unsafe, undignified, or unnecessarily intrusive practices.
2. There are no substantiated claims by girls, their parents, or volunteers of practices that are unsafe, undignified, or unnecessarily intrusive.
3. There is a policy in place that permits volunteers to report unethical practices to a third party without fear of retribution.

Evidence:

1. There have been no substantiated complaints of actions that are unsafe, undignified, or unnecessarily intrusive submitted by girls, their parents, or volunteers. The log of complaints and their disposition is available for verification.
2. There is a written internal problem solving and conflict resolution process in place for volunteers that is reviewed and updated on an annual basis. A log is kept of all concerns expressed.

**2.2 Treatment of Paid and Volunteer Staff**

I hereby present my monitoring report on Executive Limitations policy 2.2, "Treatment of Paid and Volunteer Staff" according to the schedule set out. I certify that the information contained in this report is true, and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

Signed: Barbara J. Bonifas, CEO Date: 6/3/10

2.2: With respect to the treatment of paid and volunteer staff, the CEO may not cause or allow conditions that are unfair, undignified, disorganized, or unclear. Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

1. Operate without a written handbook that contains personnel rules which; a) clarify rules for staff; b) provide for effective handling of grievances; c) protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons; and d) contain a conflict of interest policy.
2. Operate without written job descriptions.
3. Discriminate against any staff member for non-disruptive expressions of dissent.
4. Allow staff to be uninformed or unaware of their protections under this policy as interpreted by the CEO.

CEO Interpretation:

I interpret "unfair" to mean any fraudulent, deceptive, or dishonest practice that is prohibited by law or a policy of the council. "Undignified" means dishonorable, offensive or inappropriate. "Disorganized" is interpreted to mean confusing or unsystematic. "Unclear" means ambiguous or vague. "Cause or allow" is related to business acts of omission or commission by anyone in the operating organization.

Compliance:

Compliance will be demonstrated when:

1. There is a written grievance procedure for all paid and volunteer staff.
2. An external review of personnel records annually identifies no material issues related to unfair, undignified, disorganized or unclear practices.
3. There are written job descriptions in place for 100% of paid and volunteer staff positions.
4. There have been no successful lawsuits by paid or volunteer staff for conditions that allow unfair, undignified, disorganized, or unclear practices.
5. A review of paid staff personnel files demonstrates that 100% contain an up-to-date signed conflict of interest statement.

Evidence:

1. A written conflict resolution process is in place and communicated to all paid and volunteer staff. A copy of the process is available for review.
2. 100% of volunteer and paid staff members are provided with a written job description.
3. There have been no substantiated complaints of actions that are unfair, undignified, disorganized, or unclear by volunteer or paid staff members. The log of complaints and their disposition is available for verification.
4. There are no outstanding lawsuits against the organization regarding personnel issues.
5. A review of individual personnel records shows that 100% contain a signed conflict of interest statement.

**2.3 Compensation and Benefits**

I hereby present my monitoring report on Executive Limitations policy 2.3, “Compensation and Benefits” according to the schedule set out. I certify that the information contained in this report is true, and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

Signed: Barbara J. Bonifas, CEO Date: 6/3/10

2.3: With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the CEO shall not cause or allow jeopardy to fiscal integrity or public image. Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

1. Change his or her own compensation and benefits, except as his or her benefits are consistent with a package for all other employees.
2. Alter at-will employment.
3. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.
4. Establish rewards systems other than those based upon established criteria.
5. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.

CEO Interpretation:

I interpret “cause or allow” to be related to business acts of omission or commission by anyone in the operating organization. “Jeopardy to fiscal integrity” means any activity that would damage the financial health of the organization. “Jeopardy to public image” means any action that could be reasonably interpreted to be outside the scope of a typical operation of similar size and means, causing harm to the organization’s reputation.

Compliance:

Compliance will be demonstrated when:

1. There have been no changes made to the CEO’s compensation and benefits, except those approved by the board of directors as a result of its annual performance review of the CEO.
2. A review of personnel files demonstrates that 100% of employment letters state that employees are employed “at will”.

3. There is a system in place for administering compensation.
4. There is no evidence of a rewards system that does not have established criteria.
5. The external auditor does not question the prudence, ethics, or lawfulness of compensation and benefits administration.

Evidence:

1. No changes have been made to the CEO's compensation and benefits, except those approved by the board of directors.
2. All personnel files contain an employment letter stating that employees are employed "at will".
3. A review of the personnel files will identify no material issues related to compensation and benefits administration.
4. A process for salary administration is in place and available for review.
5. The external auditor provided an unqualified report for the past year, with no question related to payroll, compensation, or benefits.