

BOARD POLICY - Executive Limitation

Operations

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- 1 The OPTIONS Family of Services, Inc. Board of Directors recognizes the importance of guiding the organization in a manner that reflects high standards in process, outcomes and ethical approaches in day-to-day operations. As such, the CEO shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, unsafe or in violation of commonly accepted business and professional ethics.
- 2 The fiscal operations of OPTIONS will be guided by cash management policies that reflect a system of checks and balances to ensure that all funds are safe and secure. In protecting fiscal assets of the organization, the CEO shall:
 - 2.1 Start the fiscal year with a budget approved by the Board of Directors.
 - 2.2 Accurately report at each board meeting the fiscal status of OPTIONS.
 - 2.3 Maintain fiscal records according to generally accepted accounting methods.
 - 2.4 Conduct an annual independent audit of accounting records.
 - 2.5 Spend/Expend funds consistent with the mission of the organization and for the benefit of persons receiving services.
 - 2.6 Have a system to ensure all funds due/owed OPTIONS are tracked and collected.
 - 2.7 Maintain an internal system of checks and balances for all fiscal operations.
 - 2.8 Ensure that no funds are expended solely for the personal benefit of an individual employee of OPTIONS such as loans or payment for a service unrelated to the mission of the organization. This excludes payroll, reimbursement for work related expenditures, etc.
- 3 All services operated by OPTIONS will be in safe and secure environments. Accordingly, the CEO shall:
 - 3.1 Have a designated safety program that routinely evaluates all operations for safety.
 - 3.2 Have designated, isolated, and ventilated exterior areas where smoking is allowed.

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- 4 The services provided by OPTIONS will be of the highest quality given the fiscal resources available through funding sources. As such, the CEO shall:
 - 4.1 Have a quality assurance program that evaluates the quality of all services.
- 5 Services and employment are open to all qualifying persons. Accordingly, the CEO shall not allow anyone at OPTIONS to be discriminated against based on race, color, national origin, religion, gender, sexual orientation, age, disability or any other characteristic protected by law.

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