

Mater Ecclesiae, Inc.
A Rhode Island Not-for-profit corporation

ADMINISTRATIVE MANUAL

Date: November 1, 2000

Revised: June 30, 2001

Revised: June 30, 2003

Revised: June 30, 2005

Revised: June 30, 2010

ADMINISTRATIVE MANUAL

OF

MATER ECCLESIAE INC.

[Note: Mater Ecclesiae Inc., a Rhode Island Nonprofit Corporation is currently undertaking the steps necessary to obtain approval and the necessary accreditation to establish an Institution for Higher Education (“Mater Ecclesiae”). Mater Ecclesiae is located at 60 Austin Avenue; Greenville, Rhode Island 02828.]

I FOREWORD

The Administrative Manual is for the sole use of Administrative Officers of Mater Ecclesiae. It provides Administrative officers with a general overview of the organizational structure and the channels of communication of Mater Ecclesiae. All general norms and policies of the Employee Handbook are applicable to all administrative officers. Officers, when applicable, are also subject to the general norms and policies of the Faculty Handbook. Only the Board of Directors of Mater Ecclesiae, Inc. has the authority to authorize modifications to this Administrative Manual.

II GOVERNANCE STRUCTURE

The Governance Structure of Mater Ecclesiae demonstrates integrity in its practices and relationships through:

- ❖ Responsible and effective decision making processes¹
- ❖ Equitably administered policies and procedures
- ❖ Clearly defined duties and responsibilities of governing board members, administrative officers, faculty and staff who are committed and representative of the Institution’s Mission of providing a Catholic liberal arts education rooted in the *integral formation* of women.

¹ Please refer to Annex 1: Organizational Chart

Established institutional mechanisms allow substantial participation between all areas of the institution, which foster innovation, integrity and implementation of a quality higher education program in the liberal arts, providing women with the means to meet the educational, moral, social and professional needs of contemporary society; locally, nationally and internationally.

III MISSION STATEMENT

The administrative officers, faculty members, staff and students shall be familiar with the mission, purposes and policies of the Institution, and a statement of Mater Ecclesiae's mission, purposes and policies shall appear on all applicable publications of the Institution.

Mater Ecclesiae is a religiously affiliated institution that offers a liberal arts degree. The mission of Mater Ecclesiae is to prepare consecrated women for leadership positions in educational, pastoral, religious and social services. The program pursues an "*integral formation*" that maintains quality intellectual, spiritual and social standards; forms character; and emphasizes service.

Founded on Judeo-Christian values in the Catholic heritage and in the spirit of *Ex Corde Ecclesiae*, Mater Ecclesiae is committed to providing a personalized, community-based and teaching-centered environment, rooted in the spirituality of the Legionaries of Christ and the Regnum Christi Movement.

Mater Ecclesiae integrates vocational development with service leadership in preparing students to pursue higher degrees and meet the educational, moral, social and professional needs of an increasingly global society. The student body at Mater Ecclesiae is international.

IV AMPLIFICATION OF THE MISSION STATEMENT

- A. To prepare consecrated women for leadership positions in educational, pastoral, religious and social services. The program pursues an “integral formation” that maintains quality intellectual, spiritual and social standards; forms character; and emphasizes service.**

Mater Ecclesiae is committed to:

1. Intellectual Development:

Mater Ecclesiae is aware that students' quest for the truth includes:

“The search for an integration of knowledge, a dialogue between faith and reason, an ethical concern, and a theological perspective.”

(Ex Corde Ecclesiae 15)

To this end, Mater Ecclesiae pursues:

- ◆ An interdisciplinary academic program of humanities, philosophy, theology, natural and social sciences, offering specialization in pastoral ministry, ethics, and mass media, as well as training in management administration, written and oral communication, and information technology skills.
- ◆ The development, refinement and structuring of intellectual capacities and the acquisition of dispositions and habits associated with intellectual maturity.

2. Spiritual Development:

Mater Ecclesiae seeks to provide:

“A faith-context that forms men and women capable of rational and critical judgment and conscious of the transcendent dignity of the human person...”

(Ex Corde Ecclesiae 49)

- ◆ By cultivating a community that reflects its faith in its daily activities.
- ◆ By providing a rich faith environment for students, faculty and staff, offering daily Mass, spiritual counseling and sacramental life, and abundant opportunities for personal and community prayer life.

3. Social Development:

Mater Ecclesiae recognizes that:

“A specific priority is the need to examine and evaluate the predominant values and norms of modern society and culture in a Christian perspective, and the responsibility to try to communicate to society those ethical and religious principles which give full meaning to human life.”

(Ex Corde Ecclesiae 33)

Therefore, Mater Ecclesiae seeks to:

- ◆ Incorporate moral values in fieldwork and professional training opportunities in order to contribute concretely to the Church’s work of evangelization and the progress of society.
- ◆ Provide students with multiple opportunities to interact with off-campus peers and younger women in a context of leadership and cooperation.

4. Character Development:

Mater Ecclesiae is committed to:

“[Assisting] each of its members to achieve wholeness as human persons...”

(Ex Corde Ecclesiae 21)

- ◆ Through the formation of a rich and balanced human personality, harmoniously integrating essential components of character development: leadership, teamwork, responsibility, decision-making, communication skills, and professional standards.
- ◆ By combining personal attention with abundant opportunities for growth, emphasizing the acquisition of human and social virtues through fieldwork and group dynamics.

B. Founded on Judeo-Christian values in the Catholic heritage and in the spirit of *Ex Corde Ecclesiae*

Mater Ecclesiae is committed to maintaining:

“Fidelity to the Christian message as it comes to us through the Church...”

(Ex Corde Ecclesiae 13)

- ◆ By studying the Catholic Church’s history, Magisterium, and official documents and teachings in order to gain understanding, interpreting faith and reason.

C. To provide a personalized, community-based and teaching-centered environment, rooted in the spirituality of the Legionaries of Christ and Regnum Christi Movement.

Mater Ecclesiae is committed to fostering:

“[A] community [that] is animated by a spirit of freedom and charity...characterized by mutual respect, sincere dialogue, and protection of the rights of individuals.”
(*Ex Corde Ecclesiae* 21)

- ◆ Through a small, fertile environment that allows students, faculty and staff to live in a spirit of Christian cooperation and openness.
- ◆ By complementing a balanced academic curriculum with a broad spectrum of activities and service projects.
- ◆ By engaging students in apostolic activities.

D. To integrate vocational development with leadership service in an international community.

Mater Ecclesiae is committed to instilling in students the

“enthusiasm of being the trained ‘leaders’ of tomorrow, of being witnesses to Christ in whatever place they may exercise their profession.”
(*Ex Corde Ecclesiae* 23)

- ◆ By promoting cultural dialogue and awareness in its international body of students and faculty.
- ◆ By enabling its students to acquire an enterprising spirit of service and leadership skills.
- ◆ By requiring proficiency in at least one foreign language.

E. To prepare students to pursue higher degrees and meet the educational, moral, social and professional needs of an increasingly global society.

Mater Ecclesiae is committed to serving the needs of the local, national and international community by forming its graduates for:

Education:

- ◆ Teaching, counseling and the administration of educational institutions in several countries as part of an international educational network associated with the Legionaries of Christ

Pastoral and Religious Services:

- ◆ Family counseling and spiritual guidance
- ◆ Integral formation of girls and young women

Social Services:

- ◆ Exercising leadership positions at the service of public welfare
- ◆ Missionary work and providing material and spiritual assistance for the underprivileged
- ◆ Promoting ethical and spiritual values through the mass media

Mater Ecclesiae provides quality liberal arts programs conducive to the pursuit of graduate and post-graduate degrees.

Mater Ecclesiae offers its graduates ongoing personal and professional opportunities for life-long learning.

V BOARD OF DIRECTORS

The Board of Directors shall advise the President on all internal and external operations of the Institution. The Board of Directors is the final and exclusive authority for the determination and maintenance of adequate general policies to fulfill the mission and purposes of the Institution, the recruitment of competent professional staff for administration and teaching, and such other matters as may be directly involved in ensuring the mission and purpose of the Institution is fulfilled. Unanimous consent of all Board members is required to alter the mission statement.

The Board of Directors shall in all cases act as a Board and may adopt such rules or regulations for the conduct of their meetings, as they may deem proper, consistent with the Articles of Incorporation and Bylaws of the Corporation, federal laws and the laws of the State of Rhode Island.

VI OFFICERS

OFFICERS

The officers of Mater Ecclesiae shall be the President, Vice-President, Director of Financial and Administrative Affairs, Business Manager, Dean of Academic Affairs, Assistant Dean of Academic Affairs, Director of Student Affairs, Vice-Director of Student Affairs, Director of Social Service Affairs, Registrar, and the Librarian.

1. PRESIDENT

The Board of Directors shall elect the President of the Institution, preferably from the Sponsor's members. The powers, duties and responsibilities of the President are as follows but not limited to:

- ❖ Shall be an individual who has a deep commitment to the mission and purposes of Mater Ecclesiae.
- ❖ Shall manage the financial affairs of the Corporation to ensure all legal obligations met, including all issues related to the budgetary process.
- ❖ Shall manage and supervise the Corporation's human resources so that there is sufficient faculty and staff to provide academic and administrative services needed by the students.
- ❖ Shall report to the Board of Directors on matters related to faculty selection, promotions, curriculum offerings, and other material related to the operation of the Institute and collaborate with those councils which the Board from time to time may establish for these and other matters.
- ❖ Shall report to the Board of Directors on matters related to curriculum approval, educational resource improvements and management of the administrative operations according to policy and budgetary parameters.

Administrative Manual

- ❖ Shall serve as a liaison between the faculty and the Board of Directors in representing their concerns.
- ❖ Shall serve as a liaison between administrative personnel and the Board of Directors, and ensure that the administrative staff operates in compliance with the mission of the Corporation and the directives of the Board of Directors.
- ❖ Facilitate any proceedings relating to grievances, which students may present in relation to faculty members or the Corporation.
- ❖ Shall be a regular member of the President's Council, and may participate in meetings at his or her sole discretion.
- ❖ Shall fulfill the duties associated with the position of Director of Student Affairs. [see No. 7]
- ❖ Shall perform all duties incident to the office of President and such other duties as from time to time may be assigned to him or her by the Chairman or by the Board of Directors.

2. VICE PRESIDENT

The President shall appoint the Vice President. The powers, duties and responsibilities of the Vice President are as follows:

- ❖ Shall be an individual who has a deep commitment to the mission and purposes of Mater Ecclesiae.
- ❖ Shall assist the President in the performance of his or her duties.
- ❖ Shall supervise support staff.
- ❖ Shall serve as a liaison between support staff and the President.
- ❖ Shall assist the President in the budgetary process.
- ❖ Serve on committees as assigned by the President.
- ❖ Shall be a regular member of the President's Council.
- ❖ Shall fulfill the duties associated with the position of Vice Director of Student Affairs [see No. 8]
- ❖ Shall perform all duties incident to the office of Vice President and such other duties as from time to time may be assigned to him or her by the President.
- ❖ In the absence of the President or in the event of his or her death or inability to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

3. DIRECTOR OF FINANCIAL AND ADMINISTRATIVE AFFAIRS

The Board of Directors shall elect the Director of Financial and Administrative Affairs. The powers, duties and responsibilities of the Director of Financial and Administrative Affairs are as follows:

- ❖ Shall be an individual who has a deep commitment to the mission and purposes of Mater Ecclesiae.
- ❖ Shall be responsible for maintaining the financial records of the Corporation in a manner, which would make an evaluation of its financial status possible at any time.

Administrative Manual

- ❖ Shall be responsible for ensuring that there is an annual financial statement or audit, which complies with generally accepted accounting principles and the laws and regulations of the State of Rhode Island.
- ❖ Shall report to the Board of Directors on issues relating to the Corporation's financial position, projected financial position, and any policies relating to financial aid or tuition.
- ❖ Shall perform all duties incident to the office of Director of Financial and Administrative Affairs and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

4. BUSINESS MANAGER

The Business Manager shall be appointed by the President with the recommendation of the Director of Financial and Administrative Affairs. The powers, duties and responsibilities of the Business Manager are as follows:

- ❖ Shall be an individual who has a deep commitment to the mission and purposes of Mater Ecclesiae.
- ❖ Shall be responsible to the Director of Financial and Administrative Affairs.
- ❖ Shall oversee the maintenance of the Institution's operations including, but not limited to:
 - Facility maintenance
 - Preparation of financial statements and monthly reports
 - Budget preparation, review, and monitoring
 - Employment relations and management and safety
 - Business related to operations and services
 - Other administrative work on behalf of the Institution under the supervision of the Director of Financial and Administrative Affairs
- ❖ The Business Manager shall work with the Director of Financial and Administrative Affairs and other officers to ensure his/her responsibilities are fulfilled.
- ❖ Shall perform all duties incident to the office of the Business Manager and such other duties as from time to time may be assigned to him or her by the President and/or the Director of Financial and Administrative Affairs.

5. DEAN OF ACADEMIC AFFAIRS

The Board of Directors shall elect the Dean of Academic Affairs. The powers, duties and responsibilities of the Dean of Academic Affairs are as follows:

- ❖ Shall be an individual who has a deep commitment to the mission and purposes of Mater Ecclesiae.
- ❖ Shall be responsible for monitoring the application of the curriculum and student development including, but not limited to, the following:
 - Maintenance, development and administration of the curriculum
 - Policies concerning graduation and conferral of credit
 - Ensuring that the faculty is satisfactorily achieving the mission and purposes of Mater Ecclesiae by presiding over the Faculty Council

Administrative Manual

- - hgReviews and approves the assignment of teaching duties
 - Supervise faculty and instructional support staff, including library staff.
 - All other aspects of academic policies and standards
- ❖ Shall oversee student academic status issues.
 - ❖ Shall oversee the system of academic advisement.
 - ❖ Shall actively seek the input of the Faculty and the Board of Directors and evaluate their initiatives so as to continually improve the academic curriculum in accordance with the mission, purposes, and goals of the Corporation.
 - ❖ Shall represent the individual faculty members and students to the Board of Directors. This shall entail monitoring their concerns, initiatives, and taking appropriate action including, but not limited to, recommending faculty members and programs to assist the Corporation in fulfilling its mission and purposes.
 - ❖ Shall be a regular member of the Faculty Council and the President's Council.
 - ❖ Shall perform all duties incident to the office of Dean of Academic Affairs and such other duties as from time to time may be assigned to him or her by the President.

6. DIRECTOR OF SOCIAL SERVICE AFFAIRS

The President shall appoint the Director of Social Service Affairs. The powers, duties and responsibilities of the Director of Social Service Affairs are as follows:

- ❖ Shall be an individual who has a deep commitment to the mission and purposes of the Mater Ecclesiae.
- ❖ Shall be responsible for coordinating, planning, assigning and implementing and overseeing student fieldwork programs.
- ❖ Shall oversee organization of student's field education programs in education, social work, pastoral ministry and other projects that serve the material, moral, spiritual and social needs in Rhode Island and surrounding areas.
- ❖ Shall meet periodically with students to assess their progress and performance.
- ❖ Shall be a regular member of the President's Council.
- ❖ Shall perform all duties incident to the office of Director of Social Service Affairs and such other duties as from time to time may be assigned to him or her by the President.

7. DIRECTOR OF STUDENT AFFAIRS [see No.1]

The Board of Directors shall elect the Director of Student Affairs. The powers, duties and responsibilities of the Director of Student Affairs are as follows:

- ❖ Shall be an individual who has a deep commitment to the mission and purposes of Mater Ecclesiae.
- ❖ Shall be responsible to oversee and coordinate all student services, including residence life.
- ❖ Shall meet periodically with students to evaluate campus-wide programming for student development.

Administrative Manual

- ❖ Shall perform all duties incident to the office of Director of Student Affairs and such other duties as from time to time may be assigned to him or her by the President or the Board of Directors.

8. VICE DIRECTOR OF STUDENT AFFAIRS [see No. 2]

The President shall appoint the Vice Director of Student Affairs. The powers, duties and responsibilities of the Vice Director of Student Affairs are as follows:

- ❖ Shall be an individual who has a deep commitment to the mission and purposes of Mater Ecclesiae.
- ❖ Shall be the senior administrator of all student services.
- ❖ Shall implement, supervise and evaluate campus-wide programming for student development.
- ❖ Shall perform all duties incident to the office of Vice Director of Student Affairs and such other duties as from time to time may be assigned to him or her by the Director of Student Affairs.

9. REGISTRAR

The President shall appoint the Registrar. The powers, duties and responsibilities of the Registrar are as follows:

- ❖ Shall be an individual who has a deep commitment to the mission and purposes of Mater Ecclesiae.
- ❖ Shall be responsible to the Assistant Dean of Academic Affairs.
- ❖ Shall implement the admission policies of Mater Ecclesiae and in collaboration with the President and ensure they are applied in a manner consistent with federal law as well as laws of the State of Rhode Island.
- ❖ Shall oversee the management and security of accurate student records, data and transcripts.
- ❖ Shall provide efficient transcript and enrollment verification services for students.
- ❖ Shall supervise the development and publication of examination and class schedules.
- ❖ Shall perform all duties incident to the office of the Registrar and such other duties as from time to time may be assigned to him or her by the President or the Dean of Academic Affairs.

10. LIBRARIAN

The President shall appoint the Librarian. The powers, duties and responsibilities of the Librarian are as follows:

- ❖ Shall be an individual who has a deep commitment to the mission and purposes of Mater Ecclesiae.
- ❖ Shall be responsible to the Dean of Academic Affairs.
- ❖ Shall organize and maintain the library collections.

- ❖ Shall secure and maintain unilateral and/or reciprocal agreements with other educational institutions for the purposes of securing additional library resources for the students and staff.
- ❖ Shall oversee the acquisition of access to on-line resources, which supplement the holdings of the library.
- ❖ Shall solicit recommendations for acquisitions from the faculty, develop short-term and long-term plans for the library and formulate the budget for the library.
- ❖ Shall write and review all policies needed for the administration of the library.
- ❖ Shall provide reference services to students and faculty.
- ❖ Shall create user guides and provide bibliographic instruction for library patrons.
- ❖ Shall work with faculty in collection development and acquisitions.
- ❖ Shall perform all duties incident to the office of the Librarian and such other duties as from time to time may be assigned to him or her by the President or the Dean of Academic Affairs.

VII PRESIDENT'S COUNCIL

The President's Council is responsible for the review of policy and procedures governing Mater Ecclesiae in all areas, including academic and faculty affairs. The role of the President's Council is advisory. Its recommendations are subject to the approval of the President and the Board of Directors.

The particular responsibilities of the President's Council include the review of institutional planning and priorities and the review of the annual budget prior to its submission to the President and the Board of Directors. The President's Council also advises the President regarding policies and procedures governing the following areas including but not necessarily limited to:

- ❖ Academic Affairs
- ❖ Student Services
- ❖ Development and Public Relations
- ❖ Support Staff
- ❖ Library
- ❖ Information Technology
- ❖ Plant, maintenance and physical resources
- ❖ Publications and sponsored research and projects
- ❖ Auxiliary enterprises

The President's Council shall be comprised of the Vice President, Dean of Academic Affairs, Director of Student Affairs, and the Director of Social Service Affairs. The President is also a regular member of the Council and may participate during the meetings at his or her sole discretion.

The Vice-President shall preside over the President's Council, which shall meet when necessary during the academic year, and at the special call of the Vice-President or the Board of Directors. When the President participates, he or she will preside over the meeting.

VIII CONFLICT OF INTEREST

Mater Ecclesiae has a strict policy on conflict of interest and self-dealing. The Board of Directors, Officers, Employees, and Volunteers are required to conduct business within guidelines that prohibit actual or potential conflict of interest. This policy establishes only the framework within which the Corporation wishes the business to operate.

Conflicts of Interest Policy Mater Ecclesiae, Inc.

A conflicts of interest may be considered to exist where an action or an activity of an administrative officer of Mater Ecclesiae may involve:

- obtaining an improper personal gain or advantage
- adversely affecting the interests of Mater Ecclesiae by conferring benefits to any person, corporation, group or institution (other than the Corporation)
- a third party obtaining an improper gain or advantage

Any officer who has potential conflicts of interest should annually report this in writing to the Chairman of the Board of Directors.

Any person who has a potential conflict of interest on any vote of the President's Council shall so state and abstain from voting.

If at any time during the year any additional potential conflicts of interest may arise, the officer will be required to immediately report such potential conflicts to the President.

IX INTEGRITY

In accordance with the mission and purpose of the Institution, Mater Ecclesiae advocates the highest ethical standards of honesty and integrity in its staff and administration and all its business dealings on behalf of the Institution.

APPENDIX I:



2008. 09. 03.
Record Retention and

APPENDIX II



2008. 09. 03.
Whistleblower Policy.

APPENDIX III

RECORD RETENTION AND DOCUMENT DESTRUCTION POLICY

MATER ECCLESIAE, INC.

Mater Ecclesiae, Inc. shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy includes paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities. Where records are retained beyond immediate or current use, they are maintained and stored in whatever reasonable fashion Mater Ecclesiae, Inc. adopts (eg. servers, use of tapes to store data, or disc-to-disc backups).

In line with the spirit of 18 U.S.C. Section 1519 and the Sarbannes Oxley Act, Mater Ecclesiae, Inc. shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States...or in relation to or contemplation of such matter or case." **If an official investigation is underway or even suspected, document purging or destruction pursuant to this policy must cease immediately in order to avoid criminal obstruction.**

In order to eliminate accidental or innocent destruction of records, Mater Ecclesiae, Inc. hereby adopts the following document retention policy:

<u>Type of Record</u>	<u>Retention Period</u>
Finance Records:	
<u>Accounting</u>	
Accounts Receivable and payable ledgers and schedules	7 Years
Annual audited financial statements, audit reports, general ledgers, internal audit reports, trial balance journals	Permanently
Chart of Accounts	Permanently
Expense Records	7 Years
Monthly Financial Statements	3 Years
General Ledger	Permanently
Inventory Records	7 Years
Loan Documents and Notes	Permanently
Purchase Orders	7 Years
Sales Records	7 Years
Depreciation Schedules	Permanently
Invoices (to Customers from Vendors)	7 Years
<u>Corporate Records</u>	

Articles of Incorporation, Bylaws, Corporate Minutes and other corporate records (EIN Assignment, Form 1023, IRS Determination of Exemption, etc.)	Permanently
Annual Corporate Reports/Filings	Permanently
Banking	
Bank Reconciliation	7 Years
Bank Statements, Deposit Records, Electronic Fund Transfer Documents, Cancelled Checks	7 Years
Contracts/Finance	
Contracts, Mortgages, Notes, and Leases (Still in Effect)	Permanently
Loan Documents and Notes	Permanently
Contracts, Mortgages, Notes and Leases (Expired/Paid Off)	7 Years
Correspondence (legal and important matters)	Permanently
General Records:	
Correspondence with Customers/Vendors	2 Years
Tax Donation Receipts Issued	8 Years
Property Records:	
Deeds, title insurance, closing binders	Permanently
Appraisals/Phase I/ALTA Surveys	Permanently
Insurance Records:	
Insurance Policies, Records, Current Accident Reports, Claims (Still in Effect)	Permanently
Insurance Policies, Records, Accident Reports, Claims (Expired/Concluded)	3 Years
Insurance Letters/Correspondence	Permanently
Personnel Records:	
Garnishments	7 Years
Personnel Files	7 Years
W-2 or 1099 Forms	7 Years
Personnel Files (I-9, Visa Forms)	7 Years after date of hire or 1 year after termination.
Personnel Files (Medical Records—CONFIDENTIAL)	7 Years
Personnel Files (Payroll Records and Summaries including records related to Employee Leave)	7 Years
Personnel Files (Terminated/Former employees)	7 Years after Termination
Timesheets	7 Years
Workers Compensation Documentation	10 Years after 1 st Closure
Retirement Plan Records:	
Retirement Plan Records Including Summary Plan Description (ERISA)	Permanently

Tax Records:	
Tax Returns and Worksheets (if filed)	Permanently
Intellectual Property Records:	
Trademark and Intellectual Property Records	Permanently

Failure to comply with this Document Retention Policy may result in punitive action against the party involved including but not limited to termination of employment, reporting to the authorities, etc. by the Mater Ecclesiae, Inc..

Questions about this policy should be referred to Compliance Department who is in charge of administering/auditing and explaining this policy.

This Record Retention and Document Destruction Policy shall be distributed and made available to all employees, staff, volunteers, management, or anyone with access to the records listed above to ensure compliance with it.

This policy may be amended from time to time by the board of directors of Mater Ecclesiae, Inc. with notice to management and staff.

WHISTLEBLOWER POLICY

MATER ECCLESIAE, INC.

General

Mater Ecclesiae, Inc. (“Organization”) requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the law and to report violations or suspected violations of the law, corporate accounting practices, internal controls or auditing in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the law shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations

The Organization’s “open door” policy suggests that employees share their questions, concerns, suggestions or complaints with someone within the Organization who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the law to the Organization’s Compliance Officer and/or Board of Directors, who have a specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization’s open door policy, individuals should contact the Organization’s Compliance Officer and/or Board of Directors directly.

Compliance Officer

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the law and, at his/her discretion, shall advise the Executive Director and/or the Board of Directors. The Compliance Officer has direct access to the board of directors and is required to report to them periodically on compliance issues.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the law or corporate accounting practices, internal controls or auditing must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Please note that making an anonymous report may hinder an investigation of the complaint unless sufficient detail and information is provided to permit thorough investigation. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

ORGANIZATIONAL CHART

