

SOUTHEASTERN ECONOMIC DEVELOPMENT CORPORATION

CORPORATE POLICY 1.07

TRAINING OF BOARD AND EMPLOYEES ON POLICIES

Chapter: 1.0 – Governance Policies
Section: 1.07 – Training of Board and Employees on Policies
Effective Date: November 17, 2010

1.0 PURPOSE

1.1 To establish a policy requiring that the BOARD and certain employees of the CORPORATION receive regular training on the policies of the CORPORATION, and to require the BOARD to annually review and update the policies of the CORPORATION, as appropriate.

2.0 EFFECTIVE DATE AND AMENDMENTS

2.1 This Policy shall be effective upon the approval by the BOARD. This Policy may only be amended by approval of the BOARD.

3.0 PROCEDURES

3.1 The President or his/her designee is authorized to establish and disseminate administrative procedures to implement this BOARD POLICY, as applicable.

4.0 POLICY

4.1 The BOARD shall annually review the policies of the CORPORATION and shall update such policies as appropriate to ensure that best practices remain current.

4.2 The BOARD, officers, and employees of the CORPORATION shall receive training on the CORPORATION's policies. When a new policy is adopted or when an existing policy is amended, the PRESIDENT or his/her designee shall ensure that the BOARD, officers and employees of the CORPORATION receive training on the new or amended policy. When new BOARD members, officers, or employees join the CORPORATION, they shall, as part of the orientation, receive and acknowledge receipt of the CORPORATION's policies and shall be trained on their requirements.

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- 4.3 As part of its annual review of the CORPORATION's policies, the BOARD shall receive a report from the PRESIDENT regarding the training that has occurred during the prior year related to the CORPORATION's policies. At that time, the BOARD may direct that additional training be provided, as appropriate.
- 4.4 The PRESIDENT or his/her designee shall be responsible for ensuring, at least every two years, that BOARD Members and employees are trained in the areas of Ethics, Conflicts of Interest, Gifts, and all other areas as deemed appropriate and shall, pursuant to the BYLAWS, submit certification of such training to the City's Chief Financial Officer.
- 4.4.1 The details for the Ethics Training and Statements of Economic Interest are in Board Policy 2.01.