

Love Blue Inc. – Governance & Policies

December 1st, 2025 / Version 2

Love Blue Inc. is committed to transparency, accountability, and responsible stewardship. The following policies guide our governance, financial practices, and protection of donors, volunteers, and the organization as we work to protect oceans and build sustainable communities.

1. Privacy Policy

Purpose: Protect donor, volunteer, and partner information while demonstrating transparency and trust.

Policy:

Love Blue Inc. collects personal information from donors, volunteers, and partners, including names, email addresses, mailing addresses, and donation information. We use this information solely to manage contributions, communicate with supporters, coordinate volunteer efforts, and comply with legal and financial reporting requirements.

We do not sell, trade, or rent personal information to third parties. Limited sharing may occur with service providers who support our mission (e.g., Zeffy, QuickBooks) under strict confidentiality agreements.

All data is stored securely, and we take reasonable administrative, technical, and physical measures to protect it.

Contact: For privacy-related inquiries, please email [info@loveblue.org].

2. Conflict of Interest Policy

Purpose: Ensure Board members, staff, and volunteers act in the best interest of Love Blue Inc.

Policy:

A conflict of interest occurs when an individual's personal, financial, or professional interests may interfere with the interests of Love Blue Inc.

- All Board members, staff, and volunteers must disclose any potential conflicts promptly.
 - Individuals with a conflict must abstain from related decision-making or votes.
 - Conflicts and actions taken are documented in Board minutes or staff records.
 - Annual acknowledgment of the Conflict of Interest Policy is required from all Board members.
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3. Whistleblower Policy

Purpose: Encourage reporting of unethical, illegal, or non-compliant behavior while protecting the reporter.

Policy:

Any Board member, staff member, volunteer, or partner may report suspected violations of law, nonprofit regulations, or organizational policies without fear of retaliation.

- Reports can be made anonymously or directly to the Executive Team or Board Chair.
 - All reports will be investigated promptly, discreetly, and thoroughly.
 - Love Blue Inc. prohibits retaliation against anyone who in good faith reports a concern.
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4. Document Retention & Destruction Policy

Purpose: Ensure proper retention and secure disposal of organizational records.

Policy:

Love Blue Inc. maintains records in accordance with IRS and nonprofit best practices.

- **Financial Records:** Retained for at least 7 years (including donation records, bank statements, and tax filings).
- **Board & Governance Documents:** Retained permanently (meeting minutes, bylaws, policies).
- **Donor Information:** Retained for at least 7 years for auditing and reporting.
- **Destruction:** Sensitive records are shredded or securely deleted when retention periods expire.

Responsible staff members are tasked with maintaining and securely disposing of records.

5. Financial & Donation Policies

Purpose: Ensure responsible, transparent, and accountable handling of all funds.

Policy:

- Love Blue Inc. accepts donations through fee-free platforms (Zeffy), check, or direct deposit.
- All contributions are recorded in QuickBooks and properly categorized (programs, operations, leadership support).
- Funds are used to advance Love Blue Inc.'s mission: beach cleanups, Public Cleanup Stations, Trash Art Projects, chapter development, and education initiatives.
- Administrative and operational costs are kept minimal to maximize program impact.
 - Financial oversight is conducted by the Treasurer, Executive Team, and Board of Directors.

Effective January 2026

