Docusign Envelope ID: B9AC857E-C7D0-8329-8308-92D4D12CC02D

Code of Conduct and Ethics Policy | Sexual Harassment Policy
Conflict of Interest Policy | Document Retention Policy
Whistleblower Protection Policy

Preamble

The Becky Baker Foundation (hereinafter the "BBF") is a non-profit organization whose mission is to educate and support those impacted by breast cancer. In adherence with best practices designed to foster good governance, the policies herein apply to all Board and Committee Members, staff, and volunteers to assist in the development and administration of the BBF mission and its programs.

Additionally, the Board and Committee Members, staff, and volunteers of the BBF are charged with providing oversight and accountability over all operations and activities to ensure the BBF remains in good standing with local, state, and federal charitable and tax laws. The policies set forth herein are intended to supplement, but not to supersede, any existing statements of policy now in existence or hereinafter adopted.

Code of Conduct and Ethics Policy

To ensure compliance with state and federal laws, the BBF's Board of Directors (hereinafter the "Board") has adopted this Code of Conduct and Ethics Policy (the "Code of Conduct and Ethics Policy") for Board and Committee Members, staff, and volunteers of the BBF. Board and Committee Members, staff, and volunteers must act in the best interests of the BBF and must comply with both the letter and the spirit of this Code of Conduct and Ethics Policy.

No code or policy can anticipate every situation that may arise. Therefore, this policy and related procedures are a definitive resource for all Board and Committee Members, staff, and volunteers, who are encouraged to contact the President of the BBF with questions about specific circumstances that may associate with one or more of the provisions of this policy.

1. **Duty of Care** - *Handle the business of the organization with the care an ordinary and prudent person would use.*

Directors must actively participate in meetings, review documentation, ask questions, learn about the activities of the organization, understand risks and be intentional when deciding what risks are acceptable. As stewards of the organization, board members must think short-term and long-term,

Docusign Envelope ID: B9AC857E-C7D0-8329-8308-92D4D12CC02D

have the depth of knowledge to understand documents like financial statements and strategic reports, and know what questions to ask internal and external advisers.

2. **Duty of Loyalty** - *Act in the best interests of the organization, even if it means forfeiting an opportunity that would benefit them personally.*

Directors must not profit at the expense of the organization or receive unreasonable compensation or benefit from the activities of the organization or from serving on its board. They should ensure that the organization's Conflict of Interest policy is followed. That may mean disclosing on Form 990 any compensation, familial relationships, or business transactions between the nonprofit organization and themselves (or their family member, business interest, or other relevant connections).

Directors should avoid even an appearance of impropriety that they are benefiting at the expense of the organization. Any member of governance who is potentially conflicted should recuse themselves from deliberations and decision making related to a proposed transaction in which their objectivity may be compromised.

3. **Duty of Obedience** - *Work to ensure the organization follows all applicable laws, complies with all reporting requirements, and follows the organization's articles and bylaws.*

Directors should affirm that the organization is working to fulfill its mission and purposes, while complying with all laws and reporting requirements.

4. **Use of the BBF Name, Initials, and Logo**. Board and Committee Members, staff, and volunteers may use the BBF name to indicate that they are a part of the organization. Board and Committee Members, staff, and volunteers may not use any name that refers to the Becky Baker Foundation, or any name that includes "BBF," outside the organization without the prior approval of the President. Board and Committee Members, staff, and volunteers may not use the BBF's official logo without specific approval from the President. Board and Committee Members, staff, and volunteers are prohibited from selling or otherwise distributing any of the BBF's branded materials without the prior approval of the President. Board and Committee Members, staff, and volunteers may not use the BBF name or the BBF logo to suggest that an event or activity is sponsored, endorsed, or authorized by, or affiliated with the BBF without prior approval of the President.
5. **Personal Advantage**. Board Members are prohibited from using their board position to procure personal advantages not available to the general public.
6. **Media.** Board and Committee Members, staff, and volunteers may not speak on behalf of the BBF without prior approval. All requests from the media regarding the BBF must be directed to the President of the BBF.
7. **Violations and Sanctions**. Violations of this Policy will be brought to the attention of the Board. The action taken by the Board will be commensurate with the seriousness of the violation and may result in disqualification from Board/Committee Membership, and/or termination of service as a Board or Committee member, staff member, or volunteer.

Docusign Envelope ID: B9AC857E-C7D0-8329-8308-92D4D12CC02D

Sexual Harassment Policy

The BBF hereby adopts this Sexual Harassment Policy Statement (the "Harassment Policy") which governs the behavior of each Board and Committee members, staff, and volunteers. The undersigned does hereby affirm the following:

1. Sexual Harassment is prohibited conduct. To that end, this policy prohibits all forms of harassment including inappropriate and unwelcomed physical touching, obscene gestures, threats, derogatory comments, jokes, teasing, sexually explicit language, sexual jokes, display of sexual materials, inappropriate comments based on sex or gender, sex or gender-related jokes, requests for dates or other expressions of attraction or sexual interest, and other similar conduct.
2. The BBF will not tolerate harassment against any person based upon a protected status, including race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, military or veteran status, or any other classification protected by state, federal or local laws and ordinances.
3. Individuals who feel they have been victims of any kind of harassment or believe they have witnessed harassment should report the incident immediately to an officer of the BBF. All reports of harassment shall be investigated by the BBF; and
4. Violations of this policy will not be tolerated and may result in disciplinary action, including disqualification from Board or Committee membership, and/or termination of service as an Board or Committee, staff member, or volunteer.

Conflict of Interest Policy

The BBF hereby adopts this Conflict of Interest Policy (the "Conflict of Interest Policy"). The undersigned does hereby affirm the following:

1. A "Conflict of Interest" transaction is any proposed or effected transaction, decision or vote involving the BBF in which an officer, director, or member of a committee, or a person related to the officer, director, or member of a committee, (an "Interested Person") has a beneficial interest or any other relationship or connection to the transaction, decision or vote that would reasonably be expected to bias or otherwise influence the Interested Person's judgment; and
2. Interested persons must disclose Conflict of Interest transactions to the Board and cannot play any direct or indirect role in the deliberations or vote on the matter.
3. The BBF shall annually survey its officers, directors, and committee members to provide for disclosure of situations potentially giving rise to Conflict of Interest situations involving the BBF. Not less than annually, the BBF shall review compliance with this reporting requirement and shall consider revisions or additions to the BBF's Conflict of Interest policy; and
4. The BBF shall not lend money to, nor use its credit, to assist an officer, director, or member of a committee. Any person who assents to or participates in the making of any such loan or use of credit shall be liable to for the cost of such use of credit and for the amount of such loan until the repayment for such loan.

Document Retention Policy

The BBF hereby adopts this Document Retention Policy (the "Document Retention Policy"). The undersigned does hereby affirm the following:

1. This policy governs the retention and destruction of documents and other records, both in hard copy and electronic media (referred to as "documents" in this Policy).
2. Documents shall be maintained in either paper or electronic media with adequate provisions for backup and archival to reasonably assure the safe keeping of the documents. Usage of an internet

Docusign Envelope ID: B9AC857E-C7D0-8329-8308-92D4D12CC02D

based electronic document storage system approved by the BECKY BAKER FOUNDATION Board of Directors shall constitute prima facie evidence of compliance with requirements for secure storage.
3. No person shall knowingly destroy any document with an intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case.
4. The information listed in the retention schedule below is intended as a guideline for category identification of documents and the minimum length of storage required. Documents may be retained/stored for longer periods of time, as needed. Questions regarding the retention of documents not listed below should be directed to the BBF President.
5. Provided that at such time there is no known circumstance supporting a longer period of retention, after expiration of the applicable period, documents may be destroyed in accordance with this Policy by any means of high security and confidential disposal.
6. Document Retention Schedule:

Document Type	**Retention Period**
Annual Financial Statements	Permanent
Bank records, receipts, other financial records	7 years
Compliance and Awards records	7 years
Contracts and related correspondence and documents	10 years
Contribution Records & Donation Receipt	Permanent
Corporate records, Articles, Bylaws, Agendas, Minutes & Resolutions	Permanent
Electronic Mail (E-mail) Correspondence and internal memoranda	7 years
Insurance policies and claim records	Permanent
IRS Exemption records and Annual Tax Filings	Permanent
Membership Records	Permanent
Strategic Plans, Policies, Procedures & Affirmation Statements	7 years
All documents not otherwise indicated	7 years

Whistleblower Protection Policy

The BBF hereby adopts this Whistleblower Protection Policy (the "Whistleblower Policy"). The undersigned does hereby affirm the following:
1. Board and Committee Members, staff, and volunteers must practice honesty and integrity in fulfilling responsibilities and must comply with all applicable laws and regulations.
2. The BBF has an open-door policy and encourages Board and Committee Members, staff, and volunteers to share their questions, concerns, suggestions, or complaints.
3. If any person reasonably believes that a suspected violation of law or written policy exists, a written complaint may be filed by that person with any officer of the BBF. Violations or suspected violations may be submitted on a confidential basis by the complainant.
4. All reports of unlawful activity shall be investigated and resolved by the BBF. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
5. A complainant who in good faith follows this policy shall be protected from retaliation.
6. Any Board or Committee Member, staff, or volunteer who retaliates against any person who has reported a violation in good faith is subject to discipline up to and including disqualification from Board or Committee membership, and/or termination of service as an Board or Committee member, staff member, or volunteer.

Docusign Envelope ID: B9AC857E-C7D0-8329-8308-92D4D12CC02D

General

1. The BBF may adopt expanded statements of policy which supplement or are in addition to the above policies.
2. Board and Committee members, staff, and volunteers shall agree in writing with the above and any other policies duly adopted upon election or appointment as such and shall thereafter annually agree in writing with these policies.
3. The undersigned has read and hereby affirmatively agrees and subscribes to the policies contained herein.
4. The undersigned understands that the BBF is charitable tax-exempt organization and, to maintain its federal tax exemption, must engage exclusively in activities which accomplish one or more of its tax-exempt purposes.
5. This document may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

[Signatures to Follow on Next Page]

Docusign Envelope ID: B9AC857E-C7D0-8329-8308-92D4D12CC02D

By my signature below, I hereby AFFIRM my understanding and agreement to the foregoing, that I have received a copy hereof, and that I will faithfully adhere to the above, to the Bylaws of the BBF, and to each other and further policy or policies of the organization as now in effect and hereafter enacted. Unless I have completed a Conflict of Interest Disclosure Form, I certify I have no conflicts of interest to report.

Printed Name	Signature	Date
Kathy Nicholls	Signed by: Ms. Kathy Nicholls	8/3/2026
Jeff Crittenden	DocuSigned by: E261927F9A8249F...	8/3/2026
Dr. Douglas Howe	Signed by: Dr. Douglas Howe	8/3/2026
Rev. Mike Ford	Signed by: 7657625496DE4D9...	8/3/2026

Docusign Envelope ID: B9AC857E-C7D0-8329-8308-92D4D12CC02D

BECKY BAKER FOUNDATION

Lifting Burdens • Restoring Hope

Conflict of Interest Disclosure Form

Please describe below any relationships, transactions, or positions you hold, or any other circumstances that you believe could create a Conflict of Interest, now or in the future, between the Becky Baker Foundation and your personal interests.

I have the following relationships, transactions or positions that could create a Conflict of Interest, or an appearance of a Conflict of Interest:

1._____

_____

2._____

_____

3._____

_____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signed by:
DE2592F265FA4B6...

_____

Signature of Board or Committee Member, Staff, or Volunteer

Mark Kerbel

_____

Printed Name

8/3/2026

_____

Date