

## JUNIOR ACHIEVEMENT OF TAMPA BAY INC.

### Document Destruction Policy

#### **Purpose**

The purpose of this policy is to maintain the integrity of Tampa Bay Inc. (JATB) files and records that may be relevant to internal investigations and to government investigations and proceedings.

#### **Scope**

This policy applies to (1) all JATB directors, officers, employees, volunteers and agents (the “Covered Persons”) and (2) all JATB files, records and documents in whatever form, whether written (paper), electronic, or audiovisual (collectively the “Documents”).

#### **Policy**

1. JATB desires to avoid intentional disposal or destruction of Documents that may be relevant to its own internal investigations or to investigations and legal proceedings conducted by federal, state, and local government agencies. In some instances, applicable laws specifically prohibit persons from destroying, disposing or altering documents with the knowledge that they may be relevant to an anticipated or ongoing investigation or legal proceeding or with the intention that such actions will obstruct, impede or influence such an investigation or proceeding.
2. Accordingly, no Covered Persons shall destroy, dispose of, conceal, or alter a Document while knowing that it is or may be relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a federal, state or local government agency, including tax and regulatory agencies, law enforcement agencies, and civil and criminal courts.
3. Further, no Covered Persons shall destroy, dispose of, conceal or alter a Document while knowing that it is or may be relevant to an anticipated or ongoing internal investigation, audit or review conducted by JATB.
4. In the event this policy conflicts with any other policy of JATB, including but not limited to other document retention and destruction policies or practices, this policy shall govern and take priority.
5. Should any Covered Person become aware that another individual is violating this policy, the Covered Person shall report the matter immediately to their immediate supervisor or the EVP of Operations
6. Any violation of this policy may result in termination of the Covered Person’s employment or other association with JATB or such other disciplinary action as determined appropriate by JATB.
7. All questions concerning the application and interpretation of this policy shall be directed to the JATB President.