



Policies

No Discrimination

Lymphoma Foundation of America does not discriminate against any person on the basis of race, gender, religious beliefs, age, disability, sexual orientation, nationality, or cultural background.

Protecting Your Privacy: Patients

When you contact the Foundation's Patient Helpline 734-424-2000 to speak with one of our registered nurses, any information that you share is strictly confidential and protected under federal law. There may be occasions when our nurses may wish to consult with a lymphoma specialist on your behalf, but our nurses will not share any information about you unless you ask them to do so.

Lymphoma Foundation of America follows the same privacy policies as hospitals and physicians. All personal and medical information provided to our charity by patients, caregivers, medical personnel, and others is kept strictly confidential and cannot be disclosed to anyone or any entity, except with permission of the patient. We comply with the federal patient records privacy law called HIPAA (Health Insurance Portability and Accountability Act).

Donor Privacy

When you make a charitable donation Lymphoma Foundation of America does not disclose, share, trade, rent, lease, or market in any way the names and contact information of our donors and contributors. You do not have to request privacy. Individual privacy is respected and is automatic.

LFA does not maintain a fundraising list of donors. If you choose to make a donation, you will receive a thank you acknowledgment by mail or email. You will not be solicited in the future. If your donation is made through the Combined Federal Campaign (CFC), you will receive a reminder note that the new campaign will begin in September.

Lymphoma Foundation of America will, at your request, acknowledge your donation to a third party of your choice when you make a remission contribution, end-of-treatment congratulations, participate in walk-a-thons, athletic events and birthdays, or when you make a memorial donation.

Donations and Contributions

LFA is a 501(c)(3) tax except charity recognized by the Internal Revenue Service (IRS). Your donation to Lymphoma Foundation of America is tax deductible. Lymphoma Foundation of America acknowledges your charitable donation with a letter that you may use as proof when you claim a charitable gift deduction on your income tax returns. This letter is accepted by the IRS as proof of a donation.

LFA will acknowledge each donation by letter or email. For memorial gifts, LFA will also send a letter of sympathy and acknowledgment to the bereaved family.

Lymphoma Foundation of America accepts donations of stocks, bonds and other securities. Securities are valued according to IRS rules for determining the fair market value.

LFA accepts donations of cars, trucks, motorcycles, boats and RVs. Please use our web site [LINK TO FORM](#) to donate your vehicle online or call our vehicle donation service at 1-877-999-8322. Your car will be picked up and towed at no charge to you.

Grants from foundations and nonprofit organizations to support LFA's programs and services are welcome. LFA provides reports to grant givers to verify that the grants were spent for their intended purpose.

Lymphoma Foundation of America does not accept donations from drug companies, or medical device companies or companies that make or transport products that cause cancer.

No Advertising

The website of the Lymphoma Foundation of America does not contain any drug company advertisements or paid for content or promotions.

No Conflict of Interest

Conflict of Interest means a conflict between the private interests and official responsibilities of a person in a position of trust, such as a staff member, board member, or a volunteer. Every year the Lymphoma Foundation of America requires each staff person, board member, or volunteer to disclose in writing to the full Board of Directors if there is a conflict of interest, including but not limited to the following:

A staff member in a supervisory capacity is related to another staff member whom she/he supervises; A board member or their outside organization stands to benefit from a transaction taken by the Foundation; A board member's organization receives a grant from LFA; A board member or staff member is a member of the governing body of a contributor to LFA; An LFA volunteer who works for a company that makes products that cause lymphoma, a drug company that makes lymphoma drugs; If a conflict of interest exists, the Board shall authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect LFA.

A Board member or committee member can consider employment with LFA as long as there is no conflict of interest. Board members are expected to recuse themselves from voting if they have a conflict of interest concerning any subject or topic to be voted on. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest.

Anyone in a position to make decisions about spending LFA's resources who may benefit from that decision must disclose that conflict as soon as it arises (or becomes apparent). S/he may not participate in any decisions in which there is a conflict and not cast any vote. A copy of the conflict-of-interest policy is given to all Board members, staff members, and volunteers when that person's relationship with LFA begins. Each board member, staff member, or volunteer shall sign and date the policy at the beginning of her/his term of service or employment, and each year thereafter.

Safeguarding Documents

Lymphoma Foundation of America has a formal policy for safeguarding documents. LFA's documents policy includes the review, retention, and destruction of documents received or created by LFA in connection with its operations. Our policy is designed to ensure compliance with all federal and state laws, and to eliminate the accidental or innocent destruction of records.

In accordance with the federal Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides the Lymphoma Foundation of America with a system of rules for the review, retention and destruction of documents received or created by Lymphoma Foundation of America in connection with the transactions of our charity. LFA's policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records shall be destroyed. LFA's policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate our Foundation's operations while acknowledging at the same time that these policies may be costly and/or burdensome for a small organization.

Lymphoma Foundation of America follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed below, will be retained for the indicated length of time.

Record Keeping

Annual reports: permanent; Articles of Incorporation: permanent; By-laws: permanent; Board meeting minutes and resolutions: permanent; Correspondence (official): 3 years

Financial Records:

Fixed Asset Records: permanent; IRS Determination Letter: permanent; State Sales Tax Exemption Letter, if any: permanent; Contracts: 7 years; Corporate Tax Records: permanent; Annual audits and financial statements: permanent; Depreciation schedules (if any): permanent; General ledgers: 7 years ; IRS 990 Tax Returns: 7 years; Business expense records: 7 years; IRS 1099s: 7 years; Journal entries: 7 years; Invoices: 7 years; Sales of items records (if any): 3 years; Petty cash vouchers (if any): 3 years; Cash receipts (if any): 3 years; Credit card receipts: 3 years; Bank records (statements, reconciliations, deposit slips, electronic transfers, check registers): 7 years; Employee payroll and employment tax records: permanent; State unemployment tax records: permanent; Time sheets or time cards: 3 years; Payroll tax returns, W-2 Statements: 7 years

Electronic Documents

Lymphoma Foundation of America's electronic documents will be retained the same as paper documents. Any electronic files, including records of donations made online, that fall into one of the document types on the above list will be maintained for the amount of time specified by regulation.

Emergency Measures

Lymphoma Foundation of America records are stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Lymphoma Foundation of America operating in an emergency are duplicated or backed up periodically and maintained off site. Critical documents are stored in secure, steel file cabinets for protection against fire and water damage.

Document Disposal

Disposal of HIPAA protected medical information as well as personnel-related documents will be accomplished by shredding.

Compliance

Failure on the part of an employee to follow this policy may result in disciplinary action. The chief financial officer will periodically review these procedures with legal counsel or certified public accountant to ensure that the policies are in compliance.

Employment and termination agreements: permanent; Retirement and pension plan documents: permanent; Promotion, demotion or discharge records: 7 years; Accident reports and worker's compensation records: 2 years; Employment applications or resumes: 3 years; I-9 Forms: 3 years; Grant applications and contracts: 5 years; Legal, insurance, liability policies, and safety records: 7 years; Appraisals (if any): 7 years; Copyright registrations: permanent; Trademark registrations: permanent; Environmental Studies (if any): permanent; Real estate documents (if any): permanent; Stock and bond records (if any): permanent; Leases: 6 years after expiration; OSHA documents (if any): 5 years; General contracts (if any): 3 years after completion

Whistleblower Policy

Lymphoma Foundation of America adheres to all laws and regulations that apply to the organization. If any employee, board member, or volunteer associated with the Lymphoma Foundation of America reasonably believes that a policy, practice, or activity of the Foundation may violate the law, the board of directors encourages and directs them to make a confidential written complaint to the President of the board. The whistleblower policy supports LFA's goal of legal compliance and ethical work. All people associated with the Foundation are asked to comply with the laws and regulations of our country, state, and locale. We do our work with the highest possible ethical standards followed by nonprofit charities in the United States. Lymphoma Foundation of America will never fire an employee who in good faith has protested or raised a complaint against a practice of the Foundation that they reasonably believe violates the law or runs counter to ethical principles or is in violation of LFA's policy, or violates the privacy rights of other individuals with whom the Foundation has a relationship. Lymphoma Foundation of America will never fire an employee who discloses or desires to disclose an activity, policy, or practice of the organization that the employee reasonably believes is in violation of a law or regulation concerning health, safety, welfare, or protection of people and/or the environment.

Transparency

As a donor, you want to know how every dollar that you donate is spent. Lymphoma Foundation of America makes it easy for you to find out how your generous gift helps lymphoma patients and their families.

On our website you can see:

- ✓ All of the Foundation's **financial information** including its annual Certified Audit or Review, Financial Statements, IRS Form 990 tax return, the auditor's Certificate of Compliance for all required financial reporting and record keeping in accordance with generally accepted accounting principles.
- ✓ Names and photos of **cancer researchers** who receive awards and grants from the Foundation. These scientists are working hard to find a cure for lymphoma, develop new and better treatments, and identify the causes of this disease.
- ✓ **Programs and services** provided by the Foundation include:
 - One-on-one counseling by registered nurses
 - Referrals to lymphoma specialists and treatment centers
 - Clinical trials information and links
 - Help with second opinions
 - Travel assistance for patients
 - Support for patients' legal rights
 - Patient education workshops
 - Research on the environmental causes of lymphoma
 - Publications about cancer-causing chemicals
 - Interviews with lymphoma experts
 - Patient recovery book list

- ✓ **Names and credentials** of the: board of directors, medical advisers, peer review scientists, nurses and staff.

- ✓ **Who we partner with:** The many nonprofit organizations we have supported and with whom we co-sponsor programs and conferences for cancer survivors and their families, health professionals, and the public.

- ✓ **Where our funding comes from:** 95% of the Foundation's funding comes from individuals who donate through their workplace, who make memorial donations in the name of a family member or friend, athletes and teams who raise funds at sporting events, people who donate their cars, families who donate for special occasions such as birthdays, anniversaries, remission parties, employees who contribute through local and national businesses, senior citizens who donate their IRS-required IRA (individual retirement account) funds – the annual tax-deductible RMD required minimum distribution, students who chose the Foundation for a group fundraiser, people who designate Lymphoma Foundation of America on their United Way Donor Choice pledges, animal lovers and pet owners who chose to support humane charities such as ours, people who include Lymphoma Foundation of America in their wills, and individuals who donate stocks and bonds. 5% of our funding comes from corporations, foundations and charitable family funds who support our mission. A complete list is published in the Foundation's Annual Report. For a copy, please contact our office. **Lymphoma Foundation of America does not accept money from drug companies, health insurance companies, chemical manufacturers, tobacco companies, or corporations who pollute the environment. Our website does not contain any advertising or product promotions.**