
NON-PROFIT CHECKLIST

Staying up-to-date with legal requirements helps ensure a stable organization and protect it from liability. Does your organization have these policies & practices in place?

- Annual Reporting to IRS, Mass. Secretary of State & Attorney General**
- Policies**
 - Employee Handbook and Personnel Policies**
 - Written Information Security Policy (“WISP”)**
 - Harassment Free Workplace / Sexual Harassment**
 - Conflict of Interest**
 - Confidentiality**
 - Social Media**
 - Whistleblower Protection**
 - CORI & Criminal Background Checks**
 - Indemnification of Directors and Officers**
- Insurance for Directors and Officers, Bonding, Property Damage and Personal Injury**
- Employee Personnel File Obligations**
- Payment of Wages / Proper Classification of Employees**
- Training Materials for Employees and Volunteers**
- Keeping Current with Developments in Anti-Discrimination Laws**

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