

Haiti Outreach, Inc.

Policy on Discontinuing Contact upon Request

1. Policy: It is the policy of Haiti Outreach, Inc to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

Haiti Outreach, Inc. shall maintain a record of all requests by persons who indicate to the organization, its professional fundraiser, or other agents, that they do not wish to be contacted by or on behalf of the organization.

2. Limitation: This policy does not prohibit contact by Haiti Outreach, Inc. that is solicited by a person or a person's representative, even if the person or his/her representative have requested to be placed on the "do not contact list." Contact by Haiti Outreach, Inc. that is solicited by a person whose name appears on "do not contact" list shall be limited to providing a direct response to the person's inquiry and shall not cause the person's name to be removed from the "do not contact" list.

3. Procedure: Upon a person's (or a person's authorized representative's) request that Haiti Outreach, Inc. discontinue further contacts, the person's name and address will be promptly removed from the organization's database or modified to insure that no further contact is made with the person. Haiti Outreach, Inc. will also take steps to insure that the person's name is removed from any external databases or records under the organizations control.

4. Permanent Record: Haiti Outreach, Inc. will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by Haiti Outreach, Inc.'s board of directors. Oral requests will be recorded in writing by the staff of Haiti Outreach, Inc. and maintained with the written requests. The records of persons who have made such a request will be maintained by Haiti Outreach Inc. to the extent necessary for legal or liability purposes.