

WIRELESS POWER CONSORTIUM, INC.

DOCUMENT RETENTION AND DESTRUCTION POLICY

This is the Document Retention and Destruction Policy (“**Document Retention Policy**”) of the Wireless Power Consortium, Inc. (“**WPC**”). The Document Retention Policy describes the record retention responsibilities of WPC directors, officers and staff for maintaining and documenting the storage and destruction of WPC’s documents and records. The purpose of this Document Retention Policy is to ensure WPC’s compliance with legal and regulatory obligations, while also increasing efficiency and consistency of record storage, minimizing litigation costs, ensuring reliable and accessible records of WPC’s actions and decisions, and ensuring the orderly destruction of relevant documents.

1 Retention Periods

WPC will retain documents for the applicable retention periods set forth below.

1.1 Retain Permanently

- **Formation documents**– Articles of Incorporation, Bylaws, and amendments
- **Governance documents** – Organizational policies, board and committee minutes, announcements to WPC members.
- **Tax Exempt Records** – tax exemption determination letter and Form 1024 application for tax exempt status
- **Audit records** – Audited financial statements and audit reports
- **Legal proceeding records** – Subpoenas, responses and other correspondence relating to legal proceedings
- **Intellectual property records** – trademark registrations and other governmental records
- **Product registration information** – all product registration information, including all website data associated with product registration database.
- **Email list serve exchanges** – correspondence exchanged by work groups through mailing lists and wiki’s
- **Work Group document archives** – documents presented during meetings of works groups and sub-ordinate groups.
- **Change requests** – documentation related to decision to make changes in specification or procedures.

1.2 Retain for 7 Years

- **Financial documents** – Bank statements, annual budgets, check registers, investment statements and related documents
- **Tax Records** – Filed state and federal tax returns
- **Vendor Payments** - Invoices, purchase orders and receipts
- **Investigations** – Complaints, records and documentation in connection with any complaints received or other internal investigations.

1.3 Retain for 3 Years After Termination of Relationship

- **Member information** – member materials (agreement(s), correspondence, payments, ballots, etc.
- **Independent contractor documents** – contracts, statements of work, correspondence, invoices & payments, W-9s and 1099s
- **Insurance information** – policies and records
- **Contracts** – software license agreements, hotel and venue and service agreements, and all other agreements
- **Employee/employment records** (if relevant) – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence (retain for all current employees and for three years after departure of each individual)

1.4 Other

- **Website user account information** - 6 months after the account is disabled (e.g. when the associated member is terminated). Account information for primary contact persons of a terminated member may be retained for 3 years.
- **Website form information** – information collected via website is retained only for the duration reasonably necessary for the purpose it was collected
- **WPC staff email archives** – 12 months after termination of the engagement with the applicable staff member.

2 Storage

Electronic records of relevant WPC documents should be promptly stored in the document management system designated by WPC's Executive Director from time to time, or otherwise securely stored with protections against unauthorized access, for the time periods set forth above.

Any physical copies of financial, personnel or other confidential records should be stored in secure file cabinets and be locked at the end of each business day. Access to such records shall be limited and restricted to those with a need to know.

3 Destruction

At the expiration of the retention period for a particular document, hard copy files should be shredded and electronic records should be erased or destroyed and no longer retained in a retrievable form.

4 Legal Holds

In the event of a lawsuit, service of a subpoena, or initiation of government proceeding, inquiry or investigation that relates to WPC records, WPC may be required to retain some or all relevant documents relating to the matter, even if WPC is not yet a party to the lawsuit, target of the investigation, or recipient of a subpoena.

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If WPC has records that relate to current or reasonably foreseeable legal proceedings, WPC will (with the advice of counsel) evaluate whether it has document retention obligations and the breadth of material that is likely to be encompassed by such obligations. As soon as any Board director, officer or staff member of WPC learns that WPC is subject to or is reasonably likely to become subject to, or have records relevant to litigation, a government investigation, or a subpoena, WPC counsel shall be notified immediately.

WPC's Executive Director will notify the Board directors, officers and staff as appropriate concerning legal requests and requirements concerning the retention of documents in WPC custody.