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Description of document:	List of Export Import Bank of the United States (EXIM) Policies 2020
Requested date:	20-October-2020
Release date:	19-November-2020
Posted date:	18-March-2024
Source of document:	The Freedom of Information and Privacy Office 811 Vermont Ave., N.W. Washington, D.C. 20571 Email: <a href="mailto:foia@exim.gov">foia@exim.gov</a> <a href="#">Ex-Im Bank FOIA Request Form</a> <a href="#">National FOIA Portal</a>

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November 19, 2020

**Via Electronic Mail**

**Re: FOIA Request # 202100003F**

This is the final response to your Freedom of Information Act (FOIA) request to the Export-Import Bank of the United States (Ex-Im Bank). We received your request in our FOIA Office via email on October 20, 2020. You requested a copy of the listing of (approved) EXIM Bank policies.

We conducted a comprehensive search of the files within the Office of Ethics, FOIA Department for records that would be responsive to your request. This is the component within EXIM Bank in which responsive records could reasonably be expected to be found. The search produced the attached records. After carefully reviewing the responsive documents, we have determined they are releasable in their entirety; no deletions or exemptions have been claimed. For your convenience, we are attaching the documents to this message as a PDF.

You may contact our FOIA Public Liaison, Ms. Lennell Jackson at (202) 565-3290 for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, email at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. §552(c) (2006 & Supp. IV (2010)). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all of our requesters and should not be taken as an indication that excluded records do, or do not, exist.

EXIM Bank's FOIA regulations at 12 C.F.R.404.9 (a) state that EXIM Bank shall charge fees to recover the full allowable direct cost it incurs in processing request, but as a courtesy, we are waiving all fees.

I trust that this information fully satisfies your request. If you need further assistance or would like to discuss any aspect of your request please do not hesitate to contact our FOIA Public Liaison, Ms. Lennell Jackson at (202) 565-3290 or by E-Mail at [Lennell.Jackson@exim.gov](mailto:Lennell.Jackson@exim.gov).

Sincerely,

**LISA**  
**TERRY**

Digitally signed  
by LISA TERRY  
Date: 2020.11.19  
11:53:19 -05'00'

Lisa V. Terry  
Chief FOIA Officer

Attachment: Responsive Documents (1 PDF file)





EXIM Policies

# EXIM Policies


## All EXIM Policies

✓ Title  Name





### 📌 Topic : Office of Communications (2)

EXIM Bank Social Media Policy		social_media_policy_final_20151215	...
EXIM Brand Guide		brand_style_guide_exim_final	...




### 📌 Topic : Office of Credit Risk Management (1)

Building Security Policy		Building Security Policy 2010	...
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### 📌 Topic : Office of Equal Employment Opportunity (4)







Anti Harassment Policy		2020_03_10_EEO_AntiHarassmentPolicyMemo	...
Diversity and Inclusion Policy Statement		Final -Diversity and Inclusion Statement Memo Chairman Reed	...
EEO Policy Handbook		EEO Policy Handbook	...
EEO Policy Statement		2020_03_06_EEOPolicyStatementMemov2	...

### 📌 Topic : Office of Ethics (4)

Conflicts of Interest Policy		Conflicts of Interest Policy FINAL approved 4-24-20	...
Financial Disclosure Policy		Public and Confidential Financial Disclosure Reporting Policy December 2006	...
Policy for Outside Employment		Outside Employment Policy- OOE Final 9-13- 18	...
Post Employment Restrictions		Post Employment Restrictions (508 accessible)	...

### 📌 Topic : Office of Human Capital (27)

✓	Title		Name	
	Administrative Grievance System		8 28 18 Administrative Grievance System - 8.22.2018 - accepted	...
	Administrative Grievance System Policy ATTACHMENT A: EXIM Initial Grievance and Appeal Form		8 28 18 Attachment A - Grievance and Appeal Form 8.22.2018	...
	Administratively Determined Pay System Policy		AD Pay Policy - February 2014 (508 accessible)	...
	Awards and Recognition Policy		Awards Policy 9 2018	...
	Category Rating Policy		Category Rating Guide	...
	Compensatory Time Off for Travel		CTOT Signed Policy	...
	Conduct and Discipline Policy Final Signed		8 28 18 Conduct and Discipline Policy Final Signed	...
	Drug-Free Workplace Plan Policy		Drug-Free Workplace Plan Policy April 2001	...
	Employee Assistance Policy		Employee Assistance Policy July 1996 (508 accessible)	...
	Employee Assistance Program Policy		Employee Assistance Policy July 1996	...
	Employee Performance File System		Employee Performance File System DHC8-23-18	...
	Employees of Relatives Policy		Employment of Relatives	...
	EXIM SL Executive Pay Policy		EXIM SL Executive Pay Policy	...
	EXIM SL Executive Performance Management Policy		EXIM SL Executive Performance Management Policy	...

✓	Title		Name	
	Insider Threat Policy		Insider Threat Policy Final Signed	...
	Lactation Room Policy		Lactation Room Policy December 2016	...
	Merit Promotion Plan Policy		Merit Promotion Plan	...
	Performance Management Policy		Performance Management Policy January 2013	...
	Reasonable Accommodation Handbook		Reasonable Accommodation Handbook Final Jun 4 2020	...

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EXIM Policies

# EXIM Policies






## All EXIM Policies









✓ Title  Name

### Topic : Office of Human Capital (27)



Student Loan Repayment Program Policy		SLRP - Final - Signed 081418	...
Superior Qualifications Policy		Superior Quals Policy Final Signed 8 29 18	...
Telework Policy		Telework Policy October 2013	...
Time and Attendance Policy		Time Attendance Official Policy -Final 8-15-18	...
Training Policy		Training Policy	...
Violence in the Workplace		Violence in the Workplace Policy April 1998 (508 accessible)	...
Voluntary Leave Bank Program Policy		Voluntary Leave Bank Program Policy Final Signed	...
Voluntary Leave Transfer Program Policy		Voluntary Leave Transfer Program Final	...

### Topic : Office of the CFO (12)

Assignment and Use of Government Purchase Cards		Purchase Card Policy December 2015	...
Assignment and Use of Government Travel Cards		Assignment and Use of Government Travel Cards Policy December 2011v1	...
Contracting Officer Representative Guide		Contracting Officer Representative Guide Policy 2015 (508 accessible)	...
Debt Collection of Salary Offset		Bank Policy No. 550 - Debt Collection By Salary Offset - Signed	...
EXIM Bank Default Policy		Default Policy_ 2018 FINAL (Signed 2018.09.19)	...
			...

✓ Title	 Name	
Federal Acquisition Certification for CORs	 Federal Acquisition Certification for CORs Policy May 2016	
Transit and Parking Subsidy	 transit benefit policy (2)	...
Transit and Parking Subsidy Attachment A - Form	 exb-2011-05	...
Transit and Parking Subsidy Attachment B - OSB Metro Subsidy	 OSB Metro Subsidy Benefits Guildlines- Final	...
Travel Policy	 Travel Policy October 2011v1	...
Use of Government Owned or Leased Vehicles	 Acquisition and Use of Governement Owned or Leased Vehicles 7918	...
User Guide to Contracting	 User Guide to Contracting Policy December 2015	...






#### 📌 Topic : Office of the Chairman (2)

Acceptance of Electronic Documentation	 Acceptance of Electronic Documentation Policy 2017 (508 accessible)	...
Acceptance of Electronic Payments	 Acceptance of Electronic Payments Policy 2018 (508 accessible)	...




#### 📌 Topic : Office of the Chief Data Officer (1)

Enterprise Data Management Policy	 Enterprise Data Management Policy	...
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#### 📌 Topic : Office of the Chief Information Officer (11)

E-Mail Reviews and Approval	 Email Review Policy FINAL 06242019	...
Information Security Incident Handling Policy	 EXIM Bank Security Incident Handling 2018-11-14_Final	...
IT Security and Privacy Training Policy	 IT Security Privacy Awareness Training FY2019 - 2019-05-23FINAL	...
Limited Personal Use of Government Office Equipment	 Limited Use Policy FINAL 05232019	...
Policy for Review of Holdings of Personally Identifiable Information	 Policy for Review of Holdings of Personally Identifiable	...



✓ Title	 Name	
and Social Security Numbers	Information and Social Security Numbers 2018-12-6 FINAL	
Records Management Program Policy	 RM_Policy_2019_FINAL	...
Remote Access Guidelines	 Remote Access Policy Ver 1.8 - 02272020	...

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EXIM Policies

# EXIM Policies

## All EXIM Policies

✓ Title


Name

### ▲ Topic : Office of the Chief Information Officer (11)

Rules of Behavior (RoB) for Users of EXIM Information Systems		IT Rules of Behavior Policy FINAL 06122019	...
Section 508 Policy		EXIM_508_Policy_FINAL_04132020	...
Securing Sensitive Export-Import Bank Information and Systems		Securing Sensitive Export-Import Bank Information and Systems FINAL 02072019	...
Use of Mobile Computers and Devices on Official Travel Policy		Use of Mobile Computers and Devices on Official Travel Policy October 2006v2	...

### ▲ Topic : Office of the General Counsel (7)

CLS Policy		CLS policy--OGC FINAL 10.8.15	...
IDA Resolution June 2006		IDA Resolution June 2006	...
Memoranda of Understanding and other Non-transactional Agreements		Memoranda of Understanding and other Non-transactional Agreements March 2013v1	...
Policy in Cooperation with the Office of Inspector General		Cooperation with the Office of Inspector General October 2014v1	...
Policy on Payment of State Bar Membership Dues		Bar Dues Policy 2018	...
Policy on Policies		Approval and Maintenance of Administrative Policies August 2016 (508 accessible)	...
Updates to the Country Limitation Schedule in the		Updates to Country Limitation Schedule Policy October 2015	...

✓	Title	 Name
	absence of a Board Quorum	

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