



ADMINISTRATIVE MEMORANDUM

To: All ArcMorris Management Staff

From: Naira Aslanyan, Chief Operating Officer

CC: Salvador Moran, Chief Executive Officer; Kristine Vidaillet, Director of QA & Corporate Compliance

Date: March 25, 2026

Subject: Reminder – Authorized Signatory and Financial Approval Protocol

This memorandum serves as a **formal reminder of existing ArcMorris protocol** regarding signatory authority and financial decision-making.

As previously established and consistently communicated:

No ArcMorris employee, including management staff, is authorized to sign, execute, approve, or otherwise commit the organization to any document, agreement, or financial obligation.

Only the following individuals have authorized signatory authority on behalf of ArcMorris:

- **Salvador Moran, Chief Executive Officer**
- **Naira Aslanyan, Chief Operating Officer**

This authority is in alignment with Board direction and governance requirements and remains in full effect across the organization.

Scope of This Protocol

This applies to **all documents and actions that may bind ArcMorris legally, financially, or operationally**, including but not limited to:

- Contracts (vendor agreements, service agreements, leases, MOUs)
- Proposals and grant submissions
- Purchase agreements and vendor quotes
- Checks, payment authorizations, and financial disbursements
- Employment-related agreements or offer letters (unless routed for proper execution)
- Program or partnership agreements
- Amendments, renewals, or change orders
- Bills of Sale, titles, deeds
- Any document requiring a signature, acknowledgment, or approval on behalf of ArcMorris

Key Clarifications

- Staff may **review, negotiate, and recommend** documents within their scope of work.
- However, **execution and final approval must always be routed to the CEO or COO.**
- **Verbal agreements, email confirmations, or informal approvals are not permitted** if they imply organizational commitment.
- Staff must not represent to any external party that they have authority to finalize or approve agreements.

Importance of Compliance

Adherence to this protocol is essential to:

- Maintain **legal and regulatory compliance**
- Protect the organization from **financial and contractual risk**
- Ensure **proper internal controls and audit integrity**
- Uphold **Board-directed governance standards**

Required Action

All management staff are expected to:

1. Continue to adhere strictly to this protocol.
2. Ensure that all documents requiring execution are **properly routed to the CEO or COO.**
3. Reinforce this requirement with their respective teams.

Questions or clarifications should be directed to **Kristine Vidaillet** or my office.

ArcMorris operates with a high standard of accountability. This reminder is intended to ensure continued consistency and compliance across all departments.

Thank you for your attention and cooperation.