

# Organizational Narrative

Privo IT

April 2020

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Table 1: Control satisfaction

Standard	Controls Satisfied
TSC	CC1.2, CC1.3, CC1.4, CC1.5, CC3.1, CC3.2, CC3.3

Table 2: Document history

Date	Comment
November 19, 2019	Initial document

## 1 Organizational Narrative

The following provides a description of the corporate a management structure of Privo IT.

The intent of this description is to establish both the legal jurisdiction and corporate cultural norms that serve as the foundation for Privo IT's compliance program.

## 2 Entity Type

Privo IT is a Massachusetts Limited Liability Company headquartered in Boston, MA. Privo IT was established in 2008.

PRIVO IT, LLC provides AWS consulting services and managed IT services to the business community. Privately owned, PRIVO IT, LLC offers flexibility and financial stability. PRIVO IT, LLC provides consulting and managed IT services to help customer's technological requirements.

PRIVO IT, LLC provides additional services to help customers with their technological needs especially pertaining to the AWS cloud based computing system. Customers gain flexibility to administer their own servers with the benefit of additional technical support when needed.

## 3 Integrity and Ethics

The Directors and Executives of Privo IT aspire to and demonstrate standards of ethics and integrity consistent with professional norms in American corporate environments.

Chief among these standards is a commitment to honesty in interactions with and among managers, directors, employees, contractors, customers, and other stakeholders.

## 4 Board Independence

The Board of Directors appoints and oversees the Managing Partner (MP).

## 5 Organizational Structure

Privo IT is composed of 4 primary divisions:

- Sales & Marketing
- Information Technology
- Human Resources
- Finance

Each division is led by a Partner, who in turn reports to the Managing Partner. A complete Organization Chart is maintained and distributed by Human Resources.

## 6 Management Objectives

Work is distributed to each division via Objectives set by the respective division Vice President, in collaboration with the Managing Partner.

## 7 Risk to Objectives

Privo IT seeks to manage risk to Objectives through professional management strategies and tactics, including:

- Rigorous hiring practices
- Employee performance reviews
- Aligning compensation with objectives
- Regular communication of objectives by executive management

## 8 Fraud Risk to Objectives

Privo IT acknowledges the possibility that fraud may imperil corporate objectives. Privo IT undertakes various activities to manage fraud risk, including:

- Conducting regular financial audits
- Adhering to financial control principles
- Investigating suspicious transactions
- Performing criminal background checks on all employees
- Maximizing the use of information technology in fraud detection