



**JIFUNZE INTERNATIONAL LIMITED**

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# **POLICY AND PROCEDURES MANUAL**

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# POLICIES



# JIFUNZE INTERNATIONAL LIMITED

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Policy Number	01
Policy Name	Financial Policy
Related Policies	- Anti-Fraud and Anti-Corruption Policy - Conflict of Interest Policy
Implementation Date	October 2020
Last Review Date	October 2022
Next Review Date	October 2023
Responsible Officer	Board of Directors

## 1 Purpose

This policy sets out the day to day requirements for Jifunze International Limited (the Company) to comply with ACNC governance standards and to ensure that all funds (donations, grants) received and expended are accounted for and comply with parameters as set out in the Constitution. It covers suitability and duties of Responsible Persons and requires that they are acting within the Commonwealth, State and Territory Laws of Australia.

## 2 Accounts

Funds raised net of transaction fees are obtained for and allocated to specific charitable purposes (specified as part of the fundraising activity or as stipulated by the grant-awarding organisation or donor).

Where income or funds are not explicitly allocated to a specific charitable purpose (outside of a fundraising activity period), it will be allocated to the general donations account by default for allocation to be determined by the board to support its charitable purposes.

Donations made by the Company's directors shall be allocated to the administration account, unless otherwise specified, to meet the overhead and administration expenses of the Company.

Financial records outlining income and expenditure will be allocated according to specific charitable purposes, as appropriate.

## 3 Temporary accounts

Temporary bank accounts (TransferWise or similar) will be established from time to time in countries from which grants may be received. The purpose of these accounts will be to minimise any bank charges which may otherwise be incurred. All funds received into these accounts will be reported to the Board and approval for deposit and release of funds will be sought in advance. Evidence of all approvals for the deposit and any associated transfers of funds will be retained for transparency. In addition, three Directors will have 'read only' access to these bank accounts to provide additional assurance.

#### **4 Account(s) review and allocation**

Account balances will be reviewed monthly at a Board meeting, which will include a review of current allocations, bank balances and projected cash flows. When projects are being planned the best possible value will be sought. Specific attention will be given to the reallocation of funds from the administration account to the charitable purposes account and will be approved in line with the Constitution.

#### **5 Authorisations**

Directors may request for funds to be released, pending program approval from the Board. The Board shall be notified of the timeframe in which funds need to be disbursed. Disbursement of funds shall be authorised by two Directors. If family members are present on the Board as Directors, they shall not both at the same time be authorising Directors.

Reimbursement forms shall be presented in the same quarter that the payment was made or no later than one month following the payment to receive reimbursement.

#### **6 Use of mobile money systems - MPESA**

Australian Directors for the duration of their time in the field will be given access to an MPESA account where Kenyan shillings can be transferred with receipt. Kenyan Directors may be required to use their personal MPESA on behalf of the Company. An explanation is required for each transaction and copies of receipts are to be forwarded to the Board by completing a Reimbursement / Receipt of Expenses Form to ensure accountability and transparency.

When team members from another country are in the field, an allocated amount will be transferred fortnightly via TransferWise for small payments including but not limited to transport and other logistical costs. At the end of the fortnight a Reimbursement / Receipt of Expenses Form is to be completed and forwarded to the Board with copies of all receipts and transactions.

#### **7 Responsible persons**

Prior to an appointment to the Board, the Public Officer will carry out a check of the ASIC disqualified persons register to ensure the nominee is a Responsible Person and has not been disqualified from managing a corporation under the Corporations Act 2001 (Cth) (the Corporations Act), or from being disqualified as a Responsible Person by the ACNC Commissioner, within the previous 12 months.

The nominee is also required to sign a Responsible Persons Declaration Form confirming that they have not been disqualified and that they understand what it means to be disqualified.

It is a requirement of the Company that all Responsible Persons act with reasonable care and diligence to carry out their duties honestly and fairly and in the best interest of the charity and its purpose. This includes not misusing their position or information they gain as a Director.

The Company requires all Responsible Persons to disclose conflicts of interest and ensure that the financial affairs of the Company are managed responsibly.

The Company must not be allowed to operate while it is insolvent.

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Procedures	01-1 Financial Delegations 01-2 Fundraising Procedure
Forms	01-(a) Responsible Persons Declaration Form 01-(b) Reimbursement/Receipt of Expenses Form



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Policy Number	02
Policy Name	Vulnerable Persons Policy
Related Policies	- Vulnerable Persons Protection Code of Conduct - Media & Communications: Use of Images Code of Conduct
Implementation Date	October 2020
Last Review Date	April 2022
Next Review Date	April 2023
Responsible Officer	Board of Directors

## 1 Purpose

This policy sets out to provide a practical guide to prevent the abuse and exploitation of children and vulnerable people participating in projects and activities undertaken by Jifunze International Limited (the Company). It aims to educate staff, directors, members, volunteers, contractors and visitors (henceforth referred to as representatives) about the abuse and exploitation of children and vulnerable people, and the relevant laws which form this policy. Additionally, it provides guidance on how to report concerns and allegations of abuse and exploitation. The policy covers the Company's operations in Australia and overseas.

## 2 Vulnerable People

The Company understands the definition of child to be in line with the United Nations Convention on the Rights of the Child (UNCRC) 'as any person – girl, boy, young woman, young man, and children of other gender identities – under the age of 18 years' (UNCRC Article 1).

Vulnerable Persons in this instance means an individual aged 18 years and above who struggles to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of poverty, age, trauma, disability, or any other reason not mentioned.

In addition to the above, the Company considers any individual, regardless of age or gender, with a disability as a vulnerable person.

Beneficiaries are individuals who will participate directly in, and are the target of, one or more projects delivered by the Company or by partner organizations acting on behalf of the Company.

## 3 Risks

Engaging or coercing another person to commit an act or acts of abuse against a child or other vulnerable persons.

Such abuses include but are not limited to –

Physical abuse: Occurring when a person intentionally acts or threatens to cause injury or trauma to a child or young person by way of bodily contact and can take the form of slapping, punching, shaking, kicking, or grabbing.

Emotional abuse: A continuing attack on a child or young person's self-esteem, which can take the form of intimidation, name calling, threats, manipulation or isolation of a child or young person.

Neglect: A form of abuse through carelessness or indifference which places a child or young person's health and wellbeing at risk, where the person responsible for caring for the welfare of a child or young person fails to do so, including not providing the basic necessities of life such as food, clothing, water and shelter.

Sexual abuse: When an older child, adolescent or adult takes advantage of or uses force on a child or young person for his or her own sexual stimulation, gratification or exploitation.

Commercial or other exploitation: Refers to using a child or young person in work or other activities for someone else's advantage, and includes, but is not limited to, child labour and child prostitution. These activities deprive the child or young person of their childhood, and are detrimental to their physical, emotional or mental health and development.

#### **4 Legal Obligations**

A range of Australian Commonwealth, state and territory laws are relevant to this policy, as well as international laws and local laws of countries in which the Company works.

##### Relevant Australian Legislation

Under Commonwealth law an Australian citizen or resident can be prosecuted for an offence committed against a child in another country under laws that have an extra-territorial application.

##### *Criminal Code Act 1995:*

- Division 272 (child sex offences outside Australia)
- Division 273 (offences involving child pornography material or child abuse material outside Australia)
- Division 474 (telecommunications offences)

##### State and Territory Legislation

- Victoria – *Worker Screening Act 2020 (formerly the Working with Children Act 2005)*
- Queensland - *Working with Children (Risk Management and Screening) Act 2000*
- Western Australia - *Working with Children (Criminal Record Checking) Act 2004*

##### Local Legislation

The Company will comply with local law. Where this law is not as comprehensive participants working with the Company will abide by Australian Law or organisation guidelines.

##### International Child Protection Instruments to which Australia is a Signatory

- *The United Nations Convention on the Rights of the Child*
- *International Labour Organisation Convention 182 Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour.*

#### **5 Managing Risks**

Representatives associated with or working in partnership with the Company are required to read and sign the Company's Vulnerable Persons Statement which is inclusive of the Vulnerable Persons Protection Code of Conduct and Media & Communications: Use of Images Code of Conduct.

Documents pertaining to the codes of conduct are included below.

Additionally, all Australian citizens will need to provide a Working with Children check, or state or territory equivalent.

## **6 Commitment**

The Company representatives are committed to:

- Establish, maintain and promote a safe culture and environment in which to conduct the Company's projects, and empower individuals and communities to know their rights, acceptable and unacceptable behaviours, and what they can do when problems arise.
- Ensure that projects are conducted in a way that aims to minimise the risk to individuals of all forms of abuse, exploitation and accidental harm.
- Undertake measures to inform themselves and others of their responsibilities as the Company representatives, and be knowledgeable about the rights of children and vulnerable people
- Conduct themselves in a manner that aligns with the Company's culture and values, treat all people with respect and courtesy, and actively listen and engage with them.
- Be conscious of their actions and interactions with children and vulnerable people, and how they may be seen by the person and others.
- Report any allegations or suspicions of abuse or maltreatment of individuals or groups to the Board immediately.

## **7 Prevent**

In addition, Representatives will:

- Work to become knowledgeable about how local customs and behaviours may be a factor to, and have an impact on, individual and group participation and engagement in projects and activities.
- Act in the best interests for the health, safety and well-being of individuals and groups.
- Not take advantage of their positions of power and authority in any way, shape or form.
- Not participate in or endorse behaviour that is illegal, unsafe or abusive, putting beneficiaries in any harm or danger.
- Not behave in a way in which their actions or passivity could be considered as offensive, inappropriate or abusive.

## **8 Detect**

The Company will:

- Ensure effective implementation of the Vulnerable Persons Policy, and review it every year or earlier as appropriate.
- Respond appropriately and in a timely manner to all reports of child exploitation and abuse, policy non-compliance and breaches of the Code of Conduct.
- Conduct monitoring and evaluation of programs, research of potential partner organisations, and ensure outcomes are documented; and where applicable, lessons learned are integrated into policies and program implementations.

## **9 Take Action**

The Company's Vulnerable Persons Policy applies to all representatives. Representatives will be required to read and be aware of their responsibilities in relation to this policy, and are expected to comply with the Code of Conduct at all times while undertaking activities on behalf of the Company. Any breach and non-compliance by a representative will be thoroughly investigated in accordance with the legal frameworks of the land in which they reside and/or the country in which the project is being undertaken.

All representatives who come into contact with children as part of the Company's activities will be required to attend orientation and training sessions which highlight the importance of child protection awareness.

Any changes made to the policy will be communicated immediately.

**ANY INTENTIONAL ACT OR CHOICE OF NOT REPORTING INCIDENTS OR SUSPICIONS OF CHILD ABUSE OR EXPLOITATION WILL RESULT IN THAT PERSON BEING REMOVED FROM BEING ASSOCIATED WITH THE COMPANY AND ITS PROJECTS.**

The Board will conduct an investigation and document all outcomes from the investigation. Third party expert advice may be required to ensure a thorough investigation. Interviews of all parties may be required, including the person making an allegation, witnesses and any other parties involved in the incident. The matter will be referred to local authorities if criminal behaviour is considered to be involved.

All reports, disclosures and concerns raised will be dealt with appropriately. Incidents or allegations will be handled with confidentiality, and on a “need to know” basis. Where there is a requirement to notify local authorities of an incident or allegation these will be disclosed to the relevant authority by the Company.

The Company will make every effort to protect the rights and safety of children and vulnerable people; reporting representatives throughout any investigations of incidents and allegations. Reports made will be seen as a sign of good faith, and the Company will ensure the interests of the representative reporting abuse are protected regardless of investigation outcomes. Any intentionally false or malicious allegations made will result in the representative being removed from the Company programs and organisation

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Procedures	03-1 Complaints and Wrongdoing
Forms	02-(a) Vulnerable Persons Statement 02-(b) Vulnerable Persons Protection Code of Conduct 02-(c) Media & Communications: Use of Images Code of Conduct.



# JIFUNZE INTERNATIONAL LIMITED

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Policy Number	03
Policy Name	Anti-Fraud and Anti-Corruption Policy
Related Policies	- Conflict of Interest Policy - Financial Policy
Implementation Date	October 2020
Last Review Date	November 2021
Next Review Date	November 2022
Responsible Officer	Board of Directors

## 1. Purpose

The purpose of this policy is to establish procedures to ensure compliance with all applicable anti-fraud and anti-corruption laws and regulations, and to ensure that all Jifunze International Limited (the Company) operations are conducted in a socially responsible manner.

## 2. Policy Statement

Fraud is the act of intentionally deceiving for personal gain or to cause loss to an individual or organisation through dishonest or deceitful conduct. Fraudulent activities can include the misappropriation of assets, false accounting, falsifying documents and corruption (e.g., bribery and conflict of interest). Fraud can occur internally and externally to an organisation.

The Company has a zero-tolerance approach to fraud and corruption and conducts its operations honestly and ethically, and acts professionally, fairly and with integrity in all aspects of its programs and partnerships.

The Company upholds all relevant anti-fraud and anti-corruption laws in all the jurisdictions in which it operates and is committed to implementing and enforcing its anti-fraud and anti-corruption policy wherever the Company operates. However, its conduct both at home and abroad is bound by the laws in Australia.

Legislation:

*Criminal Code Act 1995 - (Corruption, Section 70)*

*Criminal Code Amendment (Theft, Fraud, Bribery and Related Offences) Act 2000*

*Commonwealth Fraud Control Guidelines 2011*

*Commonwealth Fraud Control Framework 2017*

*Competition and Consumer Act 2010 (Australian Consumer Law) Corporations Act 2001 (if partnering with the private sector) Public Service Act 1999 (if partnering with government)*

*Freedom of Information Act 1982*

*Financial Management and Accountability Act 1997*

### **3. Scope**

This policy applies to all individuals working at all levels in the Company, including managers, directors, members, employees, suppliers, contractors, volunteers, sponsors, or any other person associated with it, or any of its partners or their employees, wherever the location (collectively referred to as 'representatives' in this policy).

In this policy, 'third-party' means any individual or organisation that comes into contact with the Company during the course of its operations, and includes contractors, consultants, advisers, and government and public bodies.

This policy covers:

#### **3.1 *Bribes***

Representatives must not engage in any form of bribery, either directly or indirectly through any third-party.

#### **3.2 *Charitable contributions***

Charities rely extensively on donations, sponsorships, gifts and grants. These are acceptable and should be made without expectation of return. However, representatives must be careful to ensure that charitable contributions are ethical, do not endanger the charitable status of the Company and are publicly disclosed.

#### **3.3 *Conflict of interest***

Representatives must declare any instances where a conflict of interest may arise before or during the course of work with the Company (refer to Conflict of Interest Policy).

#### **3.4 *Facilitation payments and kickbacks***

Facilitation payments must not be paid or accepted to gain improper advantage for the Company's operations. Advantages may include kickbacks for public or government grants, or other goods and retention of services.

#### **3.5 *False accounting***

Representatives must not claim non-existent, excessive or inappropriate expenses.

#### **3.6 *Falsifying documents***

Representatives must not create false or inflated invoices or purchase orders to obtain payment of goods and services that have not been supplied. Representatives must not submit false applications for grants or other charitable benefits.

#### **3.7 *Gifts and hospitality***

Good practice permits promotional expenditures, including gifts and hospitality, where they are transparent, proportionate, and reasonable. However, these must be approved by the Board. Representatives may not accept any gift or hospitality from any third-party which could be regarded as illegal, improper, or if there is any suggestion that a return favour is expected or implied.

#### **3.8 *Misappropriation of assets***

Representatives must not misuse the Company's banking facilities for personal expenditure, or steal donated goods or money.

### **4. Responsibilities**

All representatives of the Company are responsible for the prevention, detection and reporting of fraud and corruption. All representatives must read, understand and comply with this policy, including avoiding any activity that might lead to or suggest a breach of this policy.

Any belief or suspicion that a conflict with or breach of this policy has occurred, or may occur in the future, must be reported to management or the Board immediately.

Any representative who breaches this policy in the services of the Company will face disciplinary action. The Company reserves its right to terminate any contractual relationship with any individual or organisation if they breach this policy.

## **5. Record-Keeping**

In line with ensuring transparency and accountability, all donations accepted or offered must be declared and a written record kept.

All expense claims must specify the reason for the incurred expenditure, and be submitted in accordance with the Company's Financial Policy. Accounts, invoices and other documents should be accurate and complete, and prepared and maintained as such. Under no circumstances should accounts be kept off the books to conceal improper conduct.

## **6. Reporting Fraudulent Activity**

Queries about what constitutes fraud or corruption should be raised with an Executive Director or the Board. Representatives are encouraged to report any concerns or suspicion of malpractice as soon as possible. The Board must be notified as soon as an allegation of fraud and corruption is suspected, after which a thorough investigation will be conducted. Any incidence of fraud will be proactively declared to the Australian Charities and Not-for-Profits Commission by the Company, and legal advice will be sought, and the matter may be referred to the other relevant authorities.

All investigations and allegations of fraud and corruption are to be documented regardless of the outcome.

If a representative is offered or asked to commit fraud or corruption by a third-party, or suspect that it may happen in the future, or believe themselves to be a victim of unlawful activity, it must be reported as soon as possible to an Executive Director or the Board.

## **7. Protection**

The safety of the Company's representatives is paramount, and it will support anyone who raises concerns in good faith under this policy, even if they turn out to be mistaken. The Company is committed to ensuring that representatives who report unlawful activity or raise concerns about fraudulent activity are not victimised and face no repercussions or detrimental treatment for doing so.

Detrimental treatment includes threats, disciplinary action, dismissal or unfavourable treatment connected with raising a concern. If any such treatment occurs it should be reported to an Executive Director or the Board immediately.

## **8. Training and Communication**

All new representatives will be trained in this policy as part of the Company's induction process. All current representatives will receive regular communication and relevant training on how to implement and adhere to this policy. Representatives will be asked to formally accept and comply with this policy during induction. Any updates and changes to the policy will be communicated to representatives as soon as is practicable.

The Company has a zero-tolerance approach to fraud and corruption and as such, prospective contractors and project partners are required to sign and adhere to the Company's Anti-Fraud / Anti-Corruption Policy prior to the commencement of a partnership. Additionally, all contractors and project partners must be aware of and agree to the Company's Anti-Fraud and Anti-Corruption Policy at the time a partnership commences.

Transparency and accountability are core values of the Company. The Anti-Fraud and Anti-Corruption Policy is publicly available through the website [www.jifunzeinternational.com](http://www.jifunzeinternational.com) . Any updates to the policy will be communicated as they occur.

## 9. Who is Responsible for the Policy?

It is the overall responsibility of the Board to ensure this policy complies with the legal and ethical obligations of the Company. The Board is also responsible for ensuring that all representatives comply with it.

Management at all levels have the responsibility to ensure that those reporting to them are made aware of and understand this policy and receive adequate and regular training on it. The day-to-day implementation of this policy and monitoring of its use and effectiveness is the responsibility of the Board.

## 10. Monitoring and Review

The Board has the responsibility to monitor and review the implementation of this policy and to consider its suitability, adequacy and effectiveness. Internal procedures will be audited with each overseas visit to provide assurance of its effectiveness in countering fraud and corruption. The results of internal / external auditing and monitoring will be reviewed by the Board and used to guide improvements to the policy as required.

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Procedures	03-1 Complaints and Wrongdoing
Forms	03-(a) Complaints Form



# JIFUNZE INTERNATIONAL LIMITED

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Policy Number	04
Policy Name	Conflict of Interest Policy
Related Policies	- Anti-Fraud and Anti-Corruption Policy - Financial Policy
Implementation Date	October 2020
Last Review Date	July 2021
Next Review Date	July 2022
Responsible Officer	Board of Directors

## 1. Purpose and objective

The purpose of this policy is to prevent and manage conflicts of interest. Its objective is to provide information on the prevention of conflicts of interest, procedures in disclosing and managing perceived or actual conflicts of interest, and ensure they comply with the parameters as set out in Clause 48 of the Constitution as well as meeting ACNC Governance Standard 5 in protecting the integrity of Jifunze International Limited (the Company).

## 2. Scope

This policy applies to all members of the Company and to individuals working on behalf of the Company including managers, employees, contractors, volunteers, sponsors, or any other person associated with it, or any of its partners or their employees, wherever the location (collectively referred to as 'representatives' in this policy).

## 3. Definition of conflicts of interests

A conflict of interest occurs when an individual, or that individual's relative, friend or another organisation, stands to benefit from actions or decisions made as part of their official responsibilities to the Company that may compromise their ability to be objective and to act in the best interests of the Company.

A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the Company, and must be managed accordingly.

Identifying conflicts of interest can be difficult. In considering whether there is a conflict of interest, an individual should think about whether an action or decision they make may impact the Company's charitable purpose, their duty to the Company, and if they have a personal interest to be gained from that action or decision.

For example, a conflict of interest may exist if an individual:

- Receives financial gain from transactions involving the Company
- Receives non-monetary gifts from any third party that could cause them to act in a manner contrary to the interests of the Company
- Makes a decision to promote a family member or friend to a new position at the Company when there are more qualified people who have applied
- Has a business or financial interest in a third party agreement with the Company
- Serves on a Board or is employed by any third party dealing with the Company
- Engages in any outside activity that will affect their obligations to the Company; competes with the Company's activities; or jeopardises the Company's reputation or on-going operations.

Perceived or potential conflicts of interest must also be disclosed. For example, if a family member was hired because they were the most qualified candidate for the position, the relationship must still be disclosed.

#### **4. Disclosure policy**

The Company places great importance on avoiding conflicts of interest (where possible) and disclosing any existing or potential conflicts of interest. All such conflicts of interest, financial or otherwise, will be documented in the Conflict of Interest Register. It is the Board's responsibility to ensure that its obligations are not impacted or influenced by any such conflicts

Representatives must disclose any existing or potential conflicts of interests prior to being appointed as a board member or as an employee, or as soon as a conflict occurs. All representatives must annually sign the Conflict of Interest Disclosure Statement.

#### **5. Disclosure procedure**

The disclosure of a conflict of interest must be made using the Conflict of Interest Disclosure Statement. A copy of the Conflict of Interest Disclosure Statement form may be obtained from the Secretary. The disclosure form must be a signed, written statement of the actual, potential or perceived conflict of interest. Conflicts of interest must be disclosed to the Secretary, and registered in the register of interests. The register is maintained by the Secretary.

The Secretary shall notify the Chair of any disclosures.

#### **6. Confidentiality of disclosure**

The Company will take steps to ensure the identity of all persons disclosing a conflict of interest is held in confidence by the Secretary and the Chair.

Where the disclosure is not likely to have an impact on the Company's operations or the ability of the person disclosing the conflict of interest, the identity of the person disclosing the conflict of interest will be kept confidential.

Where the disclosure is very significant or likely to have a negative impact on the Company's operations or the ability of the person disclosing the conflict of interest, or where the conflict of interest requires the identity of the person to be divulged, all measures will be taken to ensure that minimal personal identification is given to the review board.

#### **7. Managing conflicts of interest**

Once a conflict of interest has been identified and/or disclosed, the conflicted representative shall be removed from their position at the Company until a review has been conducted by the Chair and Secretary. If the conflicted person is a board member, they shall be removed from any further involvement in that matter – discussions and/or decisions.

Where a conflict is very significant or likely to prevent a representative from performing their duty, the Chair and Secretary shall consider if it is appropriate for the conflicted representative to continue as a member of the Board and/or Company and, if necessary, commence discipline procedures as per Clause 17 of the Constitution.

If a person alleges that another person has an existing or potential conflict of interest, and that person does not agree, and if the board cannot resolve this allegation to the satisfaction of both parties, the matter shall be referred to an appropriate auditor for review

In addressing the potential or existing conflict of interest, the board shall consider:

- Alternative options to avoid the conflict or to simply document the conflict
- The impartiality of the conflicted person's capacity to make decisions in the best interests of Company
- The Company's resources
- The possibility of creating an appearance of improper conduct that might be detrimental to the reputation of, and confidence in, the Company.

The approval of any action to address the conflict of interest requires a majority vote of the Board (excluding the conflicted Director) who are present at the meeting. This shall be documented in the minutes of the meeting and in the register of interests.

## **8. Identifying failures to disclose**

If a person has reasonable grounds to believe that a representative has failed to disclose actual or potential conflicts of interest, they must notify the Secretary. The Secretary will inform the representative and give them an opportunity to explain the alleged failure to disclose. If further information is required, the Secretary shall inform the Chair, and initiate an investigation.

## **9. Consequences of failure to disclose**

If it is found that a representative has failed to disclose a conflict of interest, the Secretary and Chair may take reasonable action to address the failure to disclose. This may include issuing a written warning to the representative. If it is found that a representative has repeatedly failed to disclose a conflict of interest, the Company may seek to terminate their relationship with the person.

This policy will be reviewed on an annual basis to ensure compliance and effectiveness. For questions about this policy, contact the board by phone or email.

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Procedures	03-1 Complaints and Wrongdoing
Forms	03-(a) Complaints Form



# JIFUNZE INTERNATIONAL LIMITED

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Policy Number	05
Policy Name	Volunteer in-Country Risk Management Policy Kenya
Related Policies	- Personnel Engaged to Work In-Country Procedure - Vulnerable Persons Policy
Implementation Date	October 2020
Last Review Date	December 2021
Next Review Date	December 2022
Responsible Officer	Board of Directors

## 1. Purpose

The purpose of this policy is to ensure that Jifunze International ('the Company') addresses and manages the in-country risks for its volunteers engaged to undertake unpaid work for and on behalf of the Company.

## 2. Scope

This policy applies to the Company's volunteers, international on-ground staff and management in Kenya.

## 3. Roles and Responsibilities

There are set rules, regulations and behaviours expected by the Company for its representatives and volunteers. It is the responsibility of all persons engaged by the Company, as well as management and the Board to ensure that these expectations are followed at all times.

It is the responsibility of all volunteers, international on-ground staff and management in Kenya to adhere to local laws and the Company's policies and procedures.

It is mandatory for all overseas volunteers to attend the Company's pre-departure induction session. At the conclusion of the training each volunteer will be required to read and where applicable sign the Company's *Policy and Procedure Manual and Forms*. Volunteers engaged locally in Kenya will be required to attend a project-specific orientation in-country.

It is a requirement that each person undertaking any work on behalf of the Company has a *Working with Children Check* or national equivalent.

### 3.1. Safety and Security

Safety and security for all workers and volunteers engaged by the Company is paramount. Failure to abide by the set rules and code of behaviour will result in the volunteer being removed from any further involvement with the Company and forfeit their right to continue being covered by the Company's insurances.

It is each individual's responsibility to be aware of and adhere to local Kenyan laws.

3.2. *Emergency and Next of Kin*

Each international volunteer is required to complete the Company's Emergency Contact and Next of Kin Form and fill out a Medical Alert Form prior to departure and provide a photocopy of their passport.

3.3. *Emergency Evacuation*

In case of an emergency, the Company reserves the right to relocate or evacuate volunteers. In the event of unpredictable and violent political situations or natural disasters, decisions will be coordinated by the Company with government agencies in Kenya and Australia. If a relocation or evacuation is imminent, the volunteer must follow directions given and ensure the in-country office has up-to-date contact details at all times. Volunteers will be relocated to a determined location as a precursor to any out-of-country evacuation until security incidents are resolved. This may be to a safer location in a nearby country while the situation in Kenya is reassessed.

Failure to comply and follow these directions during relocation or evacuation will result in the volunteer's removal from the volunteer program immediately.

3.4. *Health and Travel Insurance*

Each volunteer travelling to Kenya from another country is required to have appropriate travel insurance that includes cover for all medical expenses and medical evacuation. In addition, each volunteer must check with a medical practitioner at least eight weeks prior to departure to ensure that all vaccinations and boosters are current and provide confirmation during the pre-departure induction.

Additionally, it is a requirement that all Australian citizens lodge their travel details and itineraries with the Australian Federal Government's Smartraveller. To lodge an overseas travel, go to [www.smartraveller.gov.au](http://www.smartraveller.gov.au)

3.5. *Insurance*

At the time of appointment, the Company will provide advice as to the type of insurance(s) it holds for its volunteers participating in authorised activities on behalf of the Company whilst in Kenya.

3.6. *Accommodation and Expenses*

The Company will provide assistance for its volunteers to obtain accommodation. The cost and location may vary depending on the particular project being undertaken. It is clearly understood that each volunteer shall be responsible for meeting all their own costs including food/meals, accommodation, incidentals, travel to and from Nairobi, within Kenya and on-ground transfers as well as visas and departure taxes.

At no time shall a volunteer (Non-Executive Directors, Member of other) purchase any goods or services on behalf of the Company without prior approval.

3.7. *Personal and Private Information*

All representatives, irrespective of their role within the Company must respect the personal and private information of their colleagues. Under no circumstances should such information be shared as this may place the security of another person at risk. Anyone found to be in breach of this will be reprimanded and removed from the volunteer program.

3.8. *Visas*

It is the responsibility of each volunteer travelling to Kenya to ensure that their passport is up to date and the appropriate visa is obtained. Kenyan visas are \$50USD at the volunteers' own expense.

#### 4. Australian Department of Foreign Affairs

The Company will heed all travel advisories issued by the Australian Department of Foreign Affairs and Travel (DFAT) in the months leading up to the commencement of a project and continue to monitor advisories for duration of the project. The Board, if necessary, may defer a project or terminate a project if DFAT deems the risk is too high.

##### 4.1 *International Travel and COVID-19*

Volunteers must be fully vaccinated against COVID-19 or be able to provide proof of valid medical exemption prior to travel. Depending on the country of arrival, there may be reduced quarantine requirements. These may change as the pandemic evolves, and it is the responsibility of the volunteer to ensure they are aware of pre-departure testing, vaccination and quarantine requirements prior to travelling to Kenya. The cost of these travel requirements will be at the volunteers' expense.

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Procedures	05-1 Personnel Engaged to Work In-Country
Forms	05-(a) Emergency Contact and Next of Kin 05-(b) Medical Alert Form



# JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Policy Number	06
Policy Name	Partnership Management Policy
Implementation Date	October 2020
Last Review Date	October 2022
Next Review Date	October 2023
Responsible Officer	Board of Directors

Jifunze International (the Company) works to ensure that it has relevant policies to clarify the development and management of partnerships.

## 1. Purpose

The purpose of this policy is to create a best practice framework for the Company to connect with other organisations; the development of potential partnerships, and the establishment and management of continuous relationships between these groups.

## 2. Scope

This policy applies to all individuals working at all levels within the Company and the partner organisation (collectively referred to as 'the parties') including Directors, managers, members, employees, contractors, volunteers and sponsors.

## 3. Guiding Principles

The Company is committed to work in partnership with organisations that mirror its values and vision. In selecting partners, the Company will seek local businesses, non-governmental organisations (NGOs) and international non-governmental organisations (INGOs) that work with integrity, transparency, and accountability.

The Company seeks partnerships that complement its work and vice versa with the partnering organisation. The Company shall undertake assessments for the purposes of due diligence and to understand the potential partner's organisational capacity prior to proposing/accepting a formal partnership.

Additionally, the Company shall undertake a review assessment to understand a partner's mission and values, governance, financial management, policies, organisational systems and technical capabilities.

The Company shall ensure that all existing or potential partners comply with the following requirements and are to be included in a Memorandum of Understanding (MOU) or contract.

- Commitment to ensuring the safety of all children regardless of gender, age, religion or ability.

- Have a vulnerable persons policy which is inclusive of women, children and people with a disability, and its scope covers any person associated with the organisation engaging with them
- Have clear reporting procedures for wrongdoing and/or complaints. These procedures must adhere to principles of privacy and confidentiality while ensuring safety and dignity for all.
- Demonstrate a commitment to being transparent in their governance and operations with all stakeholders.
- Demonstrate the ability to responsibly manage their finances and any associated risks.

The Company works to ensure that when carrying out a partnership, local stakeholders are respected and are taken into account when designing and setting limits to any programs being undertaken as part of a partnership agreement.

The Board shall continually monitor the management of all partnerships; the identified risks and scope of partnership in relation to roles and responsibilities.

#### 4. Review and Evaluation

- All partnerships will be formalised by an MOU and will be renewed at the beginning of each new project.
- The MOU shall stipulate the requirement to have open lines of communication between the parties to ensure the best possible outcomes of the partnership.
- If audits and/or reviews indicate that adjustments are required to complete the project objectives the Company and the partner shall work together accordingly.
- The Company shall undertake reviews by having open lines of communication through email correspondence and in-person or online meetings.;
- There shall be regular meetings with a partner organisation to discuss ongoing project deliverables. The parties shall use this opportunity to work together on the feedback and develop ideas for future programming.
- At the conclusion of projects, the Company shall meet with the partner organisation to discuss the outcomes of specific project deliverables.

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Procedures	06-1 Procedure for checking the reputation of a third-party organisation
Forms	



# JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Policy Number	07
Policy Name	Transparency Policy
Related Policies	- Anti-Fraud and Anti-Corruption Policy - Conflict of Interest Policy - Financial Policy
Implementation Date	October 2020
Last Review Date	January 2023
Next Review Date	January 2024
Responsible Officer	Board of Directors

Jifunze International (the Company) is committed to being transparent and accountable to its stakeholders and the community. The Company is committed to disclosing timely, relevant and accurate information ensuring the highest governance standards are met.

## 1. Purpose

The purpose of this policy is to recognise the importance of transparency and accountability in the work undertaken by the Company and to outline the processes developed to ensure that it remains transparent and accountable to its stakeholders

## 2 Policy

### 2.1 Board Reporting

The Board must ensure that it complies with its constitutional requirements, legal and contractual conditions, reporting obligations including annual reports, preparation of annual financial statements, the holding of an annual general meeting, and statements to government agencies and donors

Reporting includes but is not limited to the company's purpose; stakeholder engagement; fundraising activities; business strategy and mission; governance structure and processes; activity and performance; financial performance and position.

### 2.2 Auditing

Review of the Company's operations and finances is to be conducted by an external auditor, if and when required. The audit report will be presented by the Board to the Annual General Meeting and posted on the Company's website.

### 2.3 *Operations and organisational information*

The Company communicates and disseminates information about the results of its activities and operations to all its stakeholders including beneficiaries, donors, partners and government agencies. Information regarding its governance structure, legal status and organisational purpose is available on the website [www.iifunzeinternational.com](http://www.iifunzeinternational.com).

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Procedures	
Forms	



# JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Policy Number	08
Policy Name	Duties of Responsible Persons Policy
Related Policies	<ul style="list-style-type: none"><li>- Finance Policy</li><li>- Vulnerable Persons Policy</li><li>- Anti-Fraud and Anti-Corruption Policy</li><li>- Conflict of Interest Policy</li><li>- Volunteer In-Country Risk Management Policy</li><li>- Partnership Management Policy</li><li>- Transparency Policy</li></ul>
Implementation Date	October 2021
Next review Date	October 2022
Responsible Officer	Board of Directors

## 1. Purpose

This policy sets out the duties of Responsible Persons of Jifunze International ('the Company'). This aims to ensure that they act in the best interest of the Company and in a way that does not endanger its work. Responsible Persons have a responsibility to put the interests of the Company above their own personal interests. Generally, Responsible Persons must be careful and conscientious in their roles and act with standards of common sense and integrity.

## 2. Policy Statement

The Company has a responsibility to ensure that all new members are aware of their duties as a Responsible Person. At the time of appointment all new Responsible Persons will be given a letter of appointment including a copy of this policy.

Each year, Responsible Persons will be encouraged to engage in webinars provided by the Australian Charities and Not-for-profit Commission (ACNC) which will refresh their knowledge and update their responsibilities.

## 3. Duties of a Responsible Person

### 3.1. *To act with reasonable care and diligence*

Responsible persons are in a position to guide and monitor the management of the Company. Individuals need to understand and keep informed about the Company's activities and finances. For example, it may be a breach of this duty if a responsible person failed to attend several board meetings in a row. However, this duty is not breached if a person cannot take part in managing the Company at the time (for example, because of illness). As well, a responsible person can rely on the special knowledge or expertise of another responsible person, adviser or expert, as long as they adequately inform themselves and make an independent assessment of that information or advice.

- 3.2. *To act honestly and fairly in the best interests of the charity and for its charitable purposes.*  
Responsible persons make decisions by honestly considering what would be in the best interests of the Company, and would further its charitable purposes (as set out in the governing documents). For example, this duty is breached if a responsible person uses social media in a way where there is no real benefit to the charity or does not further its charitable purpose.
- 3.3. *To not misuse their position or information they gain as a Responsible Person*  
Responsible persons must ensure that they adhere to all of the policies listed above as related policies
- 3.4. *To disclose conflicts of interest as per the charity's Conflict of Interest Policy*
- 3.5. *To ensure that the financial affairs of the charity are being managed responsibly*  
Responsible persons should follow the charity's processes to prevent problems and to manage money responsibly. This includes reading financial statements and taking the opportunity to ask questions if they do not understand.
- 3.6. *To not allow the charity to operate while it is insolvent*  
If a responsible person reasonably suspects that the Company cannot pay all of its debts when they become due, the responsible person should then take all reasonable steps to prevent it from taking on more debt. The governing body should regularly review the financial position and ensure there is enough money to pay for its activities.

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Procedures	01-1 Financial Delegations 03-1 Complaints and Wrongdoing
External Guidance Resources	ASIC's Guidance for Companies ACNC Governance Standards (Standard 5)

# PROCEDURES



## JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Procedure	01-1 Financial Delegations
Related Policy	01 Finance
Implementation Date	October 2020
Next Review Date	October 2022
Approved By	Board of Directors

### **Procedure for Financial Delegations**

The two Executive Directors may spend up to an amount equivalent to one-thousand Australian dollars (\$1000.00AUD) over a three-month period on items urgently required in the field. Both executive directors must be in joint agreement of this expenditure. A report and a reconciliation including the receipts must be submitted to the board within four weeks of making the decision and expending the monies.

Any other spending including amounts over the \$1000.00AUD, major projects or business-required spending will be agreed to and voted on at a board level within the guidelines of the Jifunze International voting systems as set out in the constitution.

The Company Secretary is in charge of keeping monthly bank statements and records of money allocation statements. The Company's finances and expenditure will be reported annually in the Annual Report

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## JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Procedure	01-2 Fundraising Procedure
Related Policy	01 Finance
Implementation Date	October 2022
Next Review Date	October 2023
Approved By	Board of Directors

Jifunze International relies on the charitable giving of donors and sponsors. Without fundraising activities, our work would not be possible. To ensure that all fundraising activities follow proper guidelines expected of the not-for-profit sector, the following procedures will ensure consistency in how we as an organisation, raise funds.

Fundraising can occur in many ways – online campaigns, or in person events and campaigns. These are the two main ways that Jifunze International fundraises. Before deciding to start a fundraiser, a proposal must be brought to the Board for approval.

The fundraiser proposal must include the following:

- Purpose – what is the fundraiser aiming to raise funds for?
- Type of fundraiser – is it an online campaign? In-person event?
- Amount the fundraiser is seeking to raise
- What the funds will be used for (e.g. material aid, financial aid, equipment, program facilitators)
- Timeframes – how long will the fundraiser go for? (duration of online campaign, proposed date / location for in-person event)
- Activities that are planned as part of an in-person event, logistics planned for food, risk management, resources available / required including volunteers and funds, roles and responsibilities of fundraising team
- Communications plan – information about marketing and promotions, key messages, any media or program information that may be used to aid the fundraiser. NB – fundraising team must liaise with the Social Media Coordinator to plan social media posts to promote the fundraiser throughout its lifespan.

The Board will consider the proposal, and any questions or feedback provided must be addressed and seek final approval prior to planning / launch of the fundraiser.

Once approval has been sought, the following procedures must be followed.

## Online fundraising campaign

Chuffed is the preferred online fundraising tool for official Jifunze International fundraising campaigns.

1. Log in to Chuffed using Jifunze International's account – [www.chuffed.org.au](http://www.chuffed.org.au)
2. Select 'Create new fundraiser'
3. Set your fundraising goal and deadline.
4. Tell your story – this section can be customised to set the scene for why the fundraising is needed – make it engaging, use short but powerful sentences to capture your audience's attention. Who is the fundraiser benefiting? What will the funds be used for?
5. Select media – in the next pop-up, you can upload custom images to help tell your story. Ensure the Jifunze International logo is used, as well as partner organisations or other relevant agencies. Ensure permission has been sought to use images of vulnerable people (children or adult), and that they are showing the subjects in a dignified and respectful manner.
6. Create! – click on 'Create!' to activate the campaign and share to Jifunze International social media and supporters list.
7. Send updates – depending on the length of the fundraiser, ensure updates are sent periodically to JI sponsors and supporters and on social media, weekly or daily in the week before the deadline.
8. Goal – consider whether the goal will be reached by the deadline. If not, consider extending the deadline by no more than one week. Board approval must be sought prior to any deadline extension.
9. End – once the goal / deadline has been reached, send out update with total amount raised, including donations made outside of Chuffed fundraiser. It is important that donors and supporters are acknowledged and thanked in the update.
10. Acquittal – once funds have been transferred and the project / program implemented, an acquittal must be done to account for the funds spent. Send a final update to donors and sponsors on where and how the funds have been spent.

## In-person fundraising event

Jifunze International holds an annual high-tea fundraiser in Queensland, in addition to having a presence at local markets. In-person fundraising events allow for the organisation to engage with donors and supporters at the ground level, and also allows us to engage with corporate or other sponsors in the form of material / financial aid to deliver the event.

In planning an event, the fundraising team must consider what the objectives are, who the audience is, and what the event will look like to achieve the objective. Once you have shaped out the above, you can begin planning the event.

1. Form a team and allocate tasks
2. Create a budget – allocate costs for goods and services such as facility hire, food and beverage, audio visual and other equipment you may need on the day
3. Create an event plan with a checklist, dates for which each task is to be completed, roles and responsibilities in the lead up to the event
4. Select a date / time for your event
5. Find a location in which to hold your event – ensure it has capacity for your estimated number of people. Check to see what is included the hire costs, such as tables and chairs, cutlery and crockery, fridges and staffing costs etc.
6. Identify opportunities with sponsors to supply material or financial aid for the event
7. Confirm suppliers, photographer, stall holders, MCs and guest speakers etc. and their needs for the day – audio visual equipment, tables and chairs

8. Implement communications plan – create flyer, use social media posts and mailing list to promote the event, ask local businesses around the location to help spread the word
9. Create a risk management plan, such as how you will receive donations and who will be in charge of holding donations. Consider also health and safety issues such as COVID-safe plans, food safety, potential trip and slip hazards
10. Once numbers have been confirmed, organise catering for the event – consider dietary requirements and whether alcoholic beverages will be served
11. Finalise event running sheet, including roles of fundraising team and any volunteers
12. On the day, ensure bump-in happens on time, and that everything is set up for stallholders, MCs etc.
13. Network with guests, promote Jifunze’s mission and purpose and most of all – have fun and enjoy the event!
14. Towards the end of the event, ensure donations are counted with at least one other person present, and (if possible) let the event guests know how much was raised.
15. End of event – pack down, ensure all crockery and cutlery used is clean and stored away, liaise with facility staff if in doubt.

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# JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Procedure	03-1 Complaints and Wrongdoing
Related Policy	03 Anti-Fraud and Anti-Corruption
Implementation Date	October 2020
Last Review Date	October 2022
Next Review Date	October 2023
Approved By	Board of Directors

## **Procedure for Complaints and Reporting Wrongdoing**

Jifunze International (the Company) recognises the importance and value of listening and responding to concerns and complaints. The Company is committed to ensuring that any person or organisation in receipt of goods and services provided by the Company or affected by its operations has the right to lodge a complaint and report an alleged wrongdoing.

The Company will address such concerns as outlined by company procedures in fair, transparent and accountable ways. The Company's procedures can be accessed via the website ([www.jifunzeinternational.com](http://www.jifunzeinternational.com)) in the About Us section, filed under Resources.

Complaints and reports of wrongdoing will be assessed in accordance with procedural fairness and comply with legislative requirements. The Company is committed to ensuring all complaints and reports of wrongdoing are responded to promptly.

## **Procedures**

### Complaints

#### 1. How to make a complaint

A person wishing to make a complaint may do so in writing or verbally. The Company will accept complaints via the following methods:

- Online via the Complaints Form which can be found at [www.jifunzeinternational.com](http://www.jifunzeinternational.com)
- By email to [info@jifunzeinternational.com](mailto:info@jifunzeinternational.com)
- Verbally by speaking with an on-the-ground staff member, who will write up the complaint on behalf of the complainant detailing the information provided by the complainant.

Executive Directors are responsible for receiving complaints and directing them to the appropriate person/office where applicable.

## 2. How complaints are handled

The Company is committed to responding to all complaints promptly and will –

- Listen and record details of the complaint in the Company's Complaints and Grievance Register.
- Confirm receipt of the complaint within 5 working days of the complaint being received
- Assess the complaint and the way in which it is to be investigated and resolved. Investigations will include speaking with the involved parties.
- Communicate with the complainant about timelines, the course of action that may follow, and when/if an outcome can be expected
- Inform the complainant of the outcome and any options for further action if required

### Reporting wrongdoing

The Company is committed to the highest standards of legal, ethical and moral behaviour. All staff, volunteers and other stakeholders are responsible for reporting any suspicion or incidence of wrongdoing and misconduct, such as breaches of the law or organisational policy. All stakeholders are encouraged to act promptly to report such wrongdoing.

- Wrongdoing or misconduct includes but is not limited to:
- Conduct or practises that are illegal or in breach of any state, federal or local law
- Corruption or abuse of public trust
- Unethical, dishonest or fraudulent conduct
- Endangerment of health and safety or the environment
- Mismanagement or breaches of administrative procedures
- Misuse of resources (financial or other) that is detrimental to the interests of the Company
- Improper conduct that could be reasonable grounds for disciplinary action

A person reporting wrongdoing is protected by law under the Corporations Act 2001. They shall not be discriminated against or face repercussions from the Company, provided their actions are done in good faith and based on reasonable grounds

### 1. How to report wrongdoing

Reports may be made in writing and sent to the Company Secretary or made to any Director of the Board. An email may be sent to [info@jifunzeinternational.com](mailto:info@jifunzeinternational.com) or a letter (marked 'Confidential') to the Company's address:

Company Secretary  
Jifunze International Limited  
606/115 Swanston Street  
MELBOURNE, VICTORIA 3000  
AUSTRALIA

The report must disclose information or evidence that supports the belief that wrongdoing may have occurred. It is important that the information provided is clear, accurate and factual. This will help ensure the Company has all the information necessary to conduct an investigation. . A person reporting wrongdoing may do so anonymously; the Company will endeavour to keep the person's identity confidential.

### 2. How reports of wrongdoing will be handled

Reports received will be logged in the Company's Complaints and Grievance Register and referred to the Board of Directors for assessment. The Board will investigate the matter and ensure a fair

procedure is followed. The matter will be investigated in accordance with the Company's Anti-Fraud and Anti-Corruption Policy.

The Board of Directors will:

- Acknowledge receipt of the report (unless it is made anonymously), including a timeline of when the person can expect a response following initial assessment
- Following assessment of the report, consider the most appropriate action to be taken in investigating the report, and appoint a Board member as Principal Investigator
- Inform the person making the report what will be done in response (within 6 months of receiving the report)
- Establish whether the outcomes of the investigation and actions taken in response to the report of wrongdoing was satisfactory
- Close the matter in the Company's Complaints and Grievance Register at the conclusion of the process

The Principal Investigator will:

- Keep the Board and Secretary informed of progress of the investigation
- Document the findings of the investigation and outcome in a report and provide the Company Secretary with a copy of the findings
- Report the investigation findings at the next Board meeting
- Report the decision of any outcomes or resolution from the Board meeting to the person making the report

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## JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Procedure	05-1 Personnel Engaged to Work In-Country
Related Policy	05 Volunteer In-Country Risk Management
Implementation Date	October 2020
Next Review Date	October 2022
Approved By	Board of Directors

### **Procedure for Personnel Engaged to Work In-Country**

It is the responsibility of all volunteers, international on ground staff and management in Kenya to observe and adhere to Jifunze Internationals policies and procedures.

#### Volunteers travelling from overseas

**Jifunze International do not encourage volunteers travelling from overseas**, however if in specific circumstances this is approved the volunteer must

- Attend Jifunze Internationals pre departure induction session
- Read and Sign the policy and procedure manual and forms
- Ensure they have a current working with children check (or equivalent)
- Complete emergency contact and next of kin form
- Complete medical alert form
- Provide a photo of passport
- Have Medical expenses and medical evacuation travel insurance.
- Ensure all vaccinations and boosters are current
- Lodge details with [www.smartraveller.gov.au](http://www.smartraveller.gov.au)
- Have funds to cover food, accommodation, incidentals, travel, visas and departure tax

Volunteers engaged in Kenya must attend a project specific orientation

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## JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Procedure	06-1 Procedure for checking the reputation of a third-party organisation
Related Policy	06 Partnership Management Policy
Implementation Date	October 2022
Next Review Date	October 2023
Approved By	Board of Directors

Jifunze International (the Company) recognises the importance and value of partnerships with third-party organisations. The Company is committed to ensuring that its partnership with any third-party organisation reflects the Company's values of working with integrity, transparency and accountability.

In selecting partners, the Company will seek local businesses, non-governmental organisations (NGOs) and international non-governmental organisations (INGOs) that demonstrate similar mission and values as the Company.

Prior to developing a partnership agreement, the Company shall undertake a process for checking the reputation of a third-party organisation.

The Company shall undertake the following procedure:

1. Check for registration in the country of operation as a business, charity or not-for-profit organisation
2. Assess the organisation's online presence
  - Website clearly outlining the organisation's mission, vision and values, and contact information.
  - Policies and procedures are easily accessible, including policies for child protection and for vulnerable people, anti-fraud and anti-corruption, complaints and grievances, clear reporting processes and sound financial practices.
  - Social media - organisation's relationship and engagement with social media followers, activities are up-to-date or recent.
3. Where possible, check and visit the organisation's physical location / address
4. Observe a project / program that is being implemented by the organisation
5. Ask for references from prior / current partnerships
6. Report findings back to the Board for consideration

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## JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Procedure	08-1 Appointment of Directors
Related Policy	08 Duties of Responsible Persons Policy
Implementation Date	October 2021
Next Review Date	October 2022
Approved By	Board of Directors

### **Appointment of Directors**

The following rules apply to the appointment of Jifunze International Directors:

- Jifunze International as a public company is required to have a minimum of 3 Directors.
- A minimum of 3 Directors must live in Australia.
- At least one third of the Directors must retire at the AGM.
- A Director must retire every 3 years.
- A Director can apply to be reappointed to complete up to 9 years service.
- A Director who has completed 9 years may only be appointed again by special resolution.
- A Director may be asked to stop being a Director if they are absent from 3 consecutive Directors meetings without approval by the board.
- All Directors must be 18 years old or over.
- A potential Director must not be ineligible to be a Director under the ACNC Act.
- When a vacancy is identified if there are no expressions of interest waiting for consideration a person may be nominated by 2 persons entitled to vote.
- An applicant for a Director's position must provide the following:
  - Current and relevant CV, demonstrating appropriate knowledge and skills
  - Signed declaration confirming they are not disqualified
  - Written letter of consent to take on the roles and responsibilities of a Director
- The Director receiving an expression of interest and signed consent must discuss the codes of conduct and principles of Jifunze International with the applicant and then present the application to the Board of Directors
- A new Director may be co-opted to the Board of Directors at a Directors meeting prior to the AGM with a resolution passed at the AGM confirming the appointment.
- An Appointment letter including the duties of a Director and their Roles and Responsibilities must be sent to the new Director by the Chairperson of the Board of Directors.
- Within 3 months the appointment of a Director must be notified to ASIC.

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# FORMS



# JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Form	01-(a) Responsible Persons Declaration Form
Related Policy	01 Finance

I, \_\_\_\_\_ of \_\_\_\_\_  
 (name of Nominee) (residential address of Nominee)

\_\_\_\_\_ declare that:

- I am not disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth) and
- I have not been disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a responsible person (what the ACNC Act calls a 'responsible entity') of a registered charity.

While I am a Responsible Person for **Jifunze International**, I agree to notify this charity as soon as possible if I do become disqualified from managing a corporation within the meaning of the Corporations Act 2001, or am disqualified by the Australian Charities and Not-for-profits Commissioner. Responsible Persons are the members of a charity's governing body who share responsibility for the governance of the charity (called 'responsible entities' under the ACNC Act).

Declared at:

.....

On:

.....

Signature:

.....





# JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Form	02-(a) Vulnerable Persons Statement
Related Policy	02 Vulnerable Persons Policy

The Jifunze International board, members and volunteers (representatives) have a duty to safeguard vulnerable beneficiaries and other participants in Jifunze International programs.

The Vulnerable Persons Policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

## **Principles**

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone to safeguard. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children and vulnerable adults will not be permitted or tolerated.

## **Policy Statement**

1. Jifunze International representatives must not allow unsupervised access to children or vulnerable adults, and where required must assess what is appropriate access.
2. Any and all allegations of abuse against a vulnerable person will be taken seriously and referred to the Executive Directors, and where required, will be reported to the relevant authorities.
3. Jifunze International will endeavour to ensure programming is appropriate and safe for participants and recognises that a higher standard of preparation and oversight is required for working directly with small children and differently abled adults.
4. As outlined in the policy volunteers working with children or vulnerable adults in any kind of activity will require a Working with Children Check or equivalent.
5. These policies and procedures will be reviewed periodically and updated as appropriate.

## **Safe Recruitment**

All volunteers, engaging directly with vulnerable beneficiaries must:

- Provide a working with Children's Check or equivalent

If working directly with children or young people or vulnerable adults:

- Provide appropriate references for when they have been in a similar situation or a personal character reference

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date



## JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Form	02-(b) Vulnerable Persons Protection Code of Conduct
Related Policy	02 Vulnerable Persons Policy

I, \_\_\_\_\_, agree that I will comply with Jifunze International Limited's (the Company) *Vulnerable Persons Protection Policy* and, while visiting program activities funded by or related to Jifunze International, I will:

- Treat children with respect regardless of race, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Not engage children in any form of sexual activity or acts, including paying for sexual services or acts.
- Wherever possible, ensure that another adult is present when working in proximity of children.
- Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger.
- Comply with all relevant legalisation, including labour laws in relation to child labour.
- Immediately report concerns or allegations of child abuse as outlined in the Company Vulnerable Persons Policy.
- Comply with the Company *Media & Communications - Use of Image Policy*, and will sign it alongside this document.

I understand that the responsibility is mine to use common sense and avoid actions or behaviours that could be construed as child abuse when undertaking program activities.

I confirm that at no time have I ever been charged with, involved in or convicted of any criminal offence, including an offence of or relating to child abuse or child pornography, in any country.

I can and will obtain a *Working with Children* check, or the equivalent of the Country in which I reside, and provide a copy of this documentation to the Company.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date



## JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Form	02-(c) Media & Communications: Use of Image Code of Conduct
Related Policy	02 Vulnerable Persons Policy

1. Photos at any program location of the Company must only be taken after permission has been granted by staff, principals or guardians and those being photographed.
2. Photos must be taken in a courteous manner, giving due respect to the local communities, staff and others.
3. Images must present subjects in a dignified manner.
4. Individuals should be adequately clothed in photographs and not in poses that could be interpreted as sexually suggestive.
5. Any images or video that could compromise the care/protection of individuals and communities may not be used in any form of media.
6. Photography and use of photos of vulnerable persons require extreme care and sensitivity. It is important to ensure individuals understand why their photos are being taken to protect them from reprisals from their community.
7. To protect the identity of individuals any personal information may not be disclosed. Images of children should not be accompanied by information relating to their place of residence.
8. Photographs used should in context and be a true representation of programs and events.
9. Media (including print, TV, video, documentary or other media) must act with particular sensitivity to ensure our staff, communities and beneficiaries are not at risk.
10. The Board must give permission prior to any form of media being released and published relating to programs and participants.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date





# JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Form	03-(b) Complaints and Grievance Register
Related Policy	03 Anti-Fraud and Anti-Corruption Policy

	DATE RECEIVED	RECEIVED BY	NAME OF COMPLAINANT	ASSIGNED TO	DATE BOARD ADVISED	OUTCOME ADVISED TO COMPLAINANT	DATE CLOSED
1							
2							
3							
4							
5							
6							





# JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Form	04-(b) Conflict of Interest Register
Related Policy	04 Conflict of Interest

	DATE RECEIVED	RECEIVED BY	NAME OF COMPLAINANT	ASSIGNED TO	DATE BOARD ADVISED	OUTCOME ADVISED TO COMPLAINANT	DATE CLOSED
1							
2							
3							
4							
5							
6							



## JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Form	05-(a) Emergency Contact and Next of Kin
Related Policy	05 Volunteer In-Country Risk Management

<b>VOLUNTEER DETAILS</b>	
<i>Surname</i>	
<i>Given Name/s</i>	
<i>Passport Number</i>	
<i>Contact Number</i>	
<i>Email</i>	

<b>EMERGENCY CONTACT (Australia)</b>	
<i>Name</i>	
<i>Relationship</i>	
<i>Contact Number</i>	
<i>Name</i>	
<i>Relationship</i>	
<i>Contact Number</i>	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**(OFFICE USE ONLY)**  
**JIFUNZE INTERNATIONAL STAFF**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Form	05-(b) Medical Alert
Related Policy	05 Volunteer In-Country Risk Management

<b>VOLUNTEER DETAILS</b>	
<i>Surname</i>	
<i>Given Name/s</i>	
<i>Passport Number</i>	
<i>Contact Number</i>	
<i>Email</i>	
<i>Health Insurance Provider</i>	
<i>Policy Number</i>	
<i>Known Allergies</i>	
<i>Current Medications</i>	
<i>Current Health Issues</i>	

### **VOLUNTEER DECLARATION**

I hereby certify that I have listed all medical issues that I am aware of. I have sought medical advice, have had all relevant vaccinations, and am fit to travel. I have got all the medication that I require for the duration of my stay and will update Jifunze International on any changes to my health position before and during my volunteer placement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **(OFFICE USE ONLY) JIFUNZE INTERNATIONAL STAFF**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

Form	05-(c) - Pre Departure Induction
Related Policy	05 Volunteer In-Country Risk Management

All volunteers must attend a pre-departure induction session, either in-person or through video-call before departing for Kenya. The pre-departure induction will provide important information on living and working in Kenya, and it will also be chance for you to ask questions you may have.

Jifunze International will help organise your travel arrangements from when you arrive in Kenya. Ensure to think carefully about what to pack, and make a list. (Shorts, some skirts may not be appropriate, please pack a jacket, or rain coat for the colder months) You will need to go through Kenyan border immigration at the airport and must declare all food, plant and animal materials, as some of these are not allowed into Kenya. Your program manager will meet you in the arrival halls at the airport and take you to your accommodation.

Whilst the general population in Kenya speaks English well, some of our beneficiaries will not be so well-versed. Please remember that you are in their space and, whilst it is not required, you may wish to learn some basic phrases in Swahili.

We are always here and available to answer any questions before you departure. Please feel free to contact Victoria - Whatsapp +61402575041 or [Victoria@jifunzeinternational.com](mailto:Victoria@jifunzeinternational.com)

### PRE-DEPARTURE INDUCTION ITEMS:

Item	Date Completed
<i>Ensure your passport has a minimum of 6 months validity after return to Australia.</i>	
<i>Ensure you have a crisp \$50USD note for Kenyan Visa on entry.</i>	
<i>Ensure you have a physical colour copy of all your identity documents, including passport and driver's licence.</i>	
<i>Ensure you are up-to-date with all your vaccinations - you will need to provide proof of vaccination for yellow fever on your journey into Kenya and on return to your country of origin. You may also wish to carry malaria tablets if you wish to travel outside of the volunteering area. Please ensure that you read medication instructions correctly and consume with food where necessary.</i>	
<i>Upon arrival, you will need to provide proof of a negative COVID-19 PCR test within 96 hours of flying.</i>	
<i>Ensure you have a printed copy of your letter of placement from Jifunze International, signed and printed with the Company logo letterhead.</i>	
<i>Forward signed copies of JI policies manual and other required forms to Katie Olsen</i>	
<i>Forward a current Working with Children Check or similar to</i>	
<i>Register your travel with Smart Traveller, including a copy of your travel insurance, flight schedule and registration.</i>	

<i>List of food and medication allergies, please ensure that you have an epi-pen if required or all other medication that you require for the duration of your stay - you may require a letter from your doctor stating the medication and dosage required.</i>	
<i>Send copies of receipts for any money paid to the company</i>	

**VOLUNTEER DECLARATION**

I hereby certify that I have completed all items in the Pre-departure induction items list. I have registered my travel plans with Smart Traveller. I have sought medical advice, have had all relevant vaccinations, and am fit to travel. I have a passport with a minimum 6 month validity after return to Australia, and appropriate visas.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**(OFFICE USE ONLY)  
JIFUNZE INTERNATIONAL STAFF**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# JIFUNZE INTERNATIONAL LIMITED

*Let us Learn*

## APPENDIX A

### Laws relevant to Jifunze International's work overseas

Jifunze International will comply with local law where operations are required to be outside of Australia. Where this law is not as comprehensive, participants working with the Jifunze International will abide by Australian Law or organisation guidelines.

The laws and instruments by which Jifunze International abides are as follows:

#### **CHILD PROTECTION LAWS**

##### **Australian Legislation**

Under Commonwealth law an Australian citizen or resident can be prosecuted for an offence committed against a child in another country under laws that have an extra-territorial application.

*Criminal Code Act 1995:*

- Division 272 (child sex offences outside Australia)
- Division 273 (offences involving child pornography material or child abuse material outside Australia)
- Division 474 (telecommunications offences)

##### **State and Territory Legislation**

- Victoria – *Working With Children Act 2005*
- Queensland – *Working with Children (Risk Management and Screening) Act 2000*
- Australian Capital Territory – *Working with Vulnerable People (Background Checking) Act 2011*
- New South Wales – *Child Protection (Working with Children) Act 2012*
- Tasmania – *Registration to Work with Vulnerable People Act 2013*
- South Australia – *Child Safety (Prohibited Persons) Act 2016*
- Western Australia – *Working with Children (Criminal Record Checking) Act 2004*
- Northern Territory – *Care and Protection of Children Act 2007*

##### **International Child Protection Instruments to which Australia is a Signatory**

- *The United Nations Convention on the Rights of the Child*
- *International Labour Organisation Convention 182 Concerning the Prohibition and*
- *Immediate Action for the Elimination of the Worst Forms of Child Labour*

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## **ANTI-FRAUD AND ANTI-CORRUPTION LAWS**

Jifunze International upholds all relevant anti-fraud and anti-corruption laws in all the jurisdictions in which it operates, and is committed to implementing and enforcing its anti-fraud and anti-corruption policy wherever projects are implemented. However, its conduct both at home and abroad is bound by the laws in Australia.

### **Australian Legislation**

- *Criminal Code Act 1995 - (Corruption, Section 70)*
- *Criminal Code Amendment (Theft, Fraud, Bribery and Related Offences) Act 2000*
- *Commonwealth Fraud Control Guidelines 2011*
- *Commonwealth Fraud Control Framework 2017*
- *Competition and Consumer Act 2010 (Australian Consumer Law)*
- *Corporations Act 2001 (if partnering with the private sector)*
- *Public Service Act 1999 (if partnering with government)*
- *Freedom of Information Act 1982*
- *Financial Management and Accountability Act 1997*

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