



JIFUNZE INTERNATIONAL LIMITED

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POLICY AND PROCEDURES

MANUAL

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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
Review Date	October 2021
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 monies 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

Donations/grants/funds raised are either obtained for and allocated to specific charitable purposes (specified as part of the fund-raising activity or as stipulated by the grant-awarding organisation or donor) or will be allocated to the administration account. Financial records outlining income and expenditure will be allocated according to specific charitable purposes, as appropriate. Where income or donations/grants/funds are not explicitly allocated to a specific charitable purpose it will be allocated to the administration account by default.

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. 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 cashflows. 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 can call for funds to be released. This will be passed by the Board at the time of program approval. Following that, the Board will be made aware of when funds need to be paid and two Directors will be required to authorise the payment. If family members are Directors a second authorisation will need to come from a different Director to ensure that there is a limited conflict of interest.

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 need 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, logistical costs and payment of street vendors where applicable. 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 are managed responsibly.

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

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



JIFUNZE INTERNATIONAL LIMITED

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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
Review Date	October 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 auspiced 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 within 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.

Beneficiaries are individuals who will participate directly in, and are the target of, one or more projects delivered by the Company or by partner organisations 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 – *Working With Children Act 2005*

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 is 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 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 three years or earlier as appropriate.
- Respond appropriately and in a timely manner to all reports of child exploitation and abuse, policy non-compliance and code of conduct breaches.
- Conduct monitoring and evaluation of programs, partner investigations, and ensure outcomes are collected; 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 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, young 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.

Procedures	03-1 Complaints and Wrongdoing
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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
Review Date	October 2024
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, 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 Finance 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. Legal advice will be sought and the matter may if necessary be referred to the 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 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 Jifunze International anti Fraud / anti corruption policy in place 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. 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.

This policy will be reviewed every three years.

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



JIFUNZE INTERNATIONAL LIMITED

Let us Learn

Policy Number	04
Policy Name	Conflict of Interest Policy
Related Policies	- Anti-Fraud and Anti-Corruption Policy - Financial Policy
Implementation Date	October 2020
Review Date	October 2021
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, and procedures in disclosing and managing perceived or actual conflicts of interest, and that 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 decision.

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 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 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 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 action against them. This may include issuing a written warning. 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.

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



JIFUNZE INTERNATIONAL LIMITED

Let us Learn

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
Review Date	October 2021

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 un-paid 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 observe and adhere to 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 attend a project-specific orientation.

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 confirm as such when attending the pre-departure induction.

In addition, it is a requirement that all Australian citizens lodge their travel details and itineraries with the Australian Federal Government's Smartraveller. Go to 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 will a volunteer (Non Executive Directors, Member of other) purchase any goods or services on behalf of the Company.

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 your 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.

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
Review Date	October 2021
Approved By	Board of Directors

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

1. Purpose

The purpose of this policy is to create a best practice framework for the Company to establish its synergy with other organisations; the introduction of possible partnerships, and the formalisation and management of continuous relationships between these groups.

2. Scope

This policy applies to all individuals working at all levels within the Company including Directors, managers, members, employees, contractors, volunteers and sponsors as well as all persons associated with its partners and partnership organisations (collectively referred to as 'representatives' in this policy).

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 non-governmental organisations (NGOS) and international non-governmental organisations (INGOS) that work with transparency, accountability and respect. The Company seeks partnerships that complement its work and vice versa with the partnering organisation. The Company undertakes assessments to show due diligence and understand organisational capacity prior to proposing/accepting a formal partnership.

Additionally, the Company completes 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 and children and its scope covers not only themselves but others engaging with them
- Have clear reporting procedures for wrongdoing and/or complaints. These procedures must adhere to privacy principles, ensuring safety and dignity for all.
- Demonstrate a commitment to showing transparently with all stakeholders.
- Allowing complaints to be dealt with in a safe and confidential manner.
- Demonstrate the ability to manage their finances and associated risks.

The Company works to ensure that when implementing 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 participation.

4. Review and Evaluation

- All partnerships will be formalised by an MOU and will be renewed at the beginning of each new project.
- The Company agrees to have open lines of communication with each partner to ensure the best possible outcomes
- If audits and/or reviews indicate that adjustments are required to complete the project objectives the Company and the partner will work together accordingly.
- The Company will undertake timely reviews by;
 - Holding an open conversation
 - Formal meeting whether it be in person or via electronic means such as Zoom.
 - Email
- Regular meetings will be held with a partner to discuss ongoing project deliverables and the Company will use this opportunity in conjunction with that partner to work together on the feedback and develop ideas for future programming.
- At the conclusion of projects, the Company will meet with the partner to discuss the success and failures of the specific project deliverables.

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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
Review Date	October 2021
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. 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.jifunzeinternational.com.

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PROCEDURES



JIFUNZE INTERNATIONAL LIMITED

Let us Learn

Procedure	01-1 Financial Delegations
Related Policy	01 Finance
Approved by	Board of Directors
Review Date	October 2022

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.



JIFUNZE INTERNATIONAL LIMITED

Let us Learn

Procedure	03-1 Complaints and Wrongdoing
Related Policy	03 Anti-Fraud and Anti-Corruption
Approved by	Board of Directors
Review Date	October 2022

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 in ways that ensure fairness, accountability and transparency.

The Company's procedures are simple and easy to use, and are accessible via the website – www.jifunzeinternational.com in the About Us section, filed under resources. Complaints and reports of wrongdoing will be assessed following procedural fairness and compliance 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 orally. The Company will accept complaints by -

- Online via the *Complaints Form* which can be found at www.jifunzeinternational.com
- Email to info@jifunzeinternational.com
- Orally 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 is to be investigated and resolved
- Communicate with the complainant about their expectations of an outcome, and explain the course of action that may follow
- Inform the complainant of the outcome and any options of 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 an alleged wrongdoing and breaches of the law, organisational policy or principles of ethics, and 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 breach any 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
- Financial or non-financial loss that is detrimental to the interests of the Company
- Improper conduct that could be reasonable grounds for disciplinary action

The 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 that their actions are done in good faith and are 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 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, as this will help the Company focus on the real issue to be investigated. A person reporting a 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 assigned to the Board of Directors who will investigate the matter and ensure a fair procedure. 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

- Inform the person reporting the alleged wrongdoing what will be done in response to the report (within 6 months of receiving the report)
- Consider the most appropriate action to be taken in investigating the wrongdoing
- Document the findings of the investigation and outcome in a report
- Provide the Company Secretary with a copy of the investigation's findings and keep them informed of progress
- Report the investigation findings at the next Board meeting
- Report the decision of any outcomes or resolution at that Board meeting
- Establish whether 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



JIFUNZE INTERNATIONAL LIMITED

Let us Learn

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

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
- Have funds to cover food, accommodation, incidentals, travel, visas and departure tax

Volunteers engaged in Kenya must attend a project specific orientation

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	01-(b) Reimbursement/Receipt of Expenses Form
Related Policy	01 Finance

Date of Expense	Explanation	Receipt Attached	Amount KEN Shillings	Amount AUD

Name _____ Signature _____
 Date _____



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 Childrens 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-(a) Complaint Form
Related Policy	03 Anti-Fraud and Anti-Corruption Policy

Name of Person making the complaint _____

Contact details:

Email address _____

Phone number _____

Date of alleged wrongdoing _____

Location and time _____

Description of complaint/alleged wrongdoing – please include any evidence and witnesses

Signature

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 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-(a) Conflict of Interest Disclosure Statement
Related Policy	04 Conflict of Interest

I affirm the following:

- I have received a copy of the Conflict of Interest Policy
- I have read and understand the policy
- I agree to comply with the policy
- I have no actual or potential conflicts as defined by the policy or if I have, I have previously disclosed them as required by the policy or am disclosing them below.

Disclose here, to the best of your knowledge:

- any entity in which you participate (as a director, officer, employee, owner, or member) with which Jifunze International has a relationship
- any transaction in which Jifunze International is a participant as to which you might have a conflicting interest
- any other situation which may pose a conflict of interest.

Name: _____

Date: _____ **Signature:** _____



JIFUNZE INTERNATIONAL LIMITED

Let us Learn

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

	DATE RECEIVED	RECEIVED BY	NAME 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

VOLUNTEER DETAILS	
<i>Surname</i>	
<i>Given name/s</i>	
<i>Passport number</i>	
<i>Contact number</i>	
<i>E-mail</i>	

EMERGENCY CONTACT (Australia)	
<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:

DATE:

SIGNATURE:



JIFUNZE INTERNATIONAL LIMITED

Let us Learn

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

VOLUNTEER DETAILS	
<i>Surname</i>	
<i>Given name/s</i>	
<i>Passport number</i>	
<i>Contact number</i>	
<i>E-mail</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:

(Office use only)

JIFUNZE INTERNATIONAL STAFF

NAME:

DATE:

SIGNATURE:



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

PRE-DEPARTURE INDUCTION ITEMS:

Item	Date Completed
Ensure your passport has a minimum of 6 months validity after return to Australia.	
Ensure you have a crisp \$50USD note for Kenyan Visa on entry.	
Ensure you have a physical colour copy of all your identity documents, including passport and driver's licence.	
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.	
Upon arrival, you will need to provide proof of a negative COVID-19 PCR test within 96 hours of flying.	
Ensure you have a printed copy of your letter of placement from Jifunze International, signed and printed with the Company logo letterhead.	
Forward signed copies of JI policies manual and other required forms to Susan Linge -	
Forward a current Working with Children Check or similar to	
Register your travel with Smart Traveller, including a copy of your travel insurance, flight schedule and registration.	

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.	
Send copies of receipts for any money paid to the company	

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:

DATE:

SIGNATURE: