CHRIS ALFRED FOUNDATION
LET & GIVING BE PART OF OUR LIVES

POLICY ON AUTHORIZATION FOR ASSET PURCHASE

Effective Date: 12/03/2018
Policy Title: Authorization for Asset Purchases
NGO Name: Chris Alfred Foundation Inc.
Policy Number: NGO-OAO-EM-009-2018
United States EIN Number: 61-1880990
French Registration Number: W751223845

1. Purpose

The purpose of this policy is to establish clear guidelines regarding the authorization necessary for the purchase of assets within **CHRIS ALFRED FOUNDATION INC.** This policy aims to ensure accountability and transparency in the acquisition of assets.

2. Scope

This policy applies to all purchases of assets made by **CHRIS ALFRED FOUNDATION INC.** including but not limited to equipment, supplies, property, and other significant investments.

3. Authorization for Purchases

1. **Authorized Signatories:**

   o The following individuals are designated as the only authorized signatories for the purchase of assets on behalf of **CHRIS ALFRED FOUNDATION INC.:**

      ▪ **Founder/CEO:** Christopher O. Alfred

      ▪ **Vice President:** Massara F. Ouattara

2. **Purchase Limitations:**

   o "Any asset purchase exceeding **US$5,000** shall require authorization from the **Founder/CEO.**"

   o For purchases below this amount, authorization must still be obtained from at least one of the designated signatories.

3. **Documentation:**

  o All asset purchases must be accompanied by appropriate documentation, including but not limited to:

    ▪ Proposals or quotes from vendors.

    ▪ Purchase orders.

    ▪ Invoices and receipts.

  o Documentation must be filed and maintained in accordance with the organization's record-keeping policies.

4. Procedure for Asset Purchase

1. Any staff member intending to purchase assets must submit a written request detailing the need, type of asset, proposed vendors, and estimated costs to either the Founder/CEO or the Vice President.

2. Upon receiving the request, the designated signatory will review it and consult with the other authorized signatory if necessary.

3. Once both signatories have approved the purchase, the transaction may proceed, and the appropriate documentation must be completed.
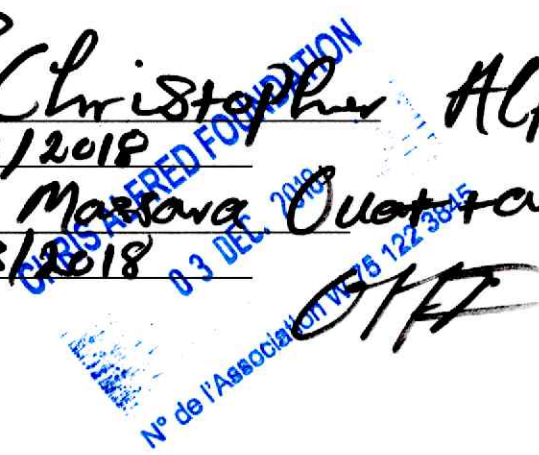
5. Policy Review

This policy should be reviewed annually or as needed in response to organizational changes, legal requirements, or feedback from staff. Modifications must be approved by both the Founder/CEO and Vice President.

6. Compliance

Failure to adhere to this policy may result in discrepancies in financial management and may be subject to disciplinary action.

Signatures:

Founder/CEO: *P. Christopher Alfred*

Date: *12/03/2018*

Vice President: *Massara Ouattara*

Date: *12/03/2018*

CHRIS ALFRED FOUNDATION
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RECORD KEEPING POLICY

Effective Date: 12/03/2018
Policy Title: Authorization for Asset Purchases
NGO Name: Chris Alfred Foundation Inc.
Policy Number: NGO-OAO-EM-009-2018
United States EIN Number: 61-1880990
French Registration Number: W751223845

1. Purpose

The purpose of this Record Keeping Policy is to establish a framework for the systematic management of records created or received by CHRIS ALFRED FOUNDATION INC. This policy aims to ensure accountability, legal compliance, and the preservation of essential organizational knowledge.

2. Scope

This policy applies to all employees, volunteers, and members of CHRIS ALFRED FOUNDATION INC. who create, receive, or maintain records related to the organization's operations and activities.

3. Definition of Records

For the purposes of this policy, "records" are defined as any documents, files, electronic data, or other materials that provide evidence of the operations and activities of CHRIS ALFRED FOUNDATION INC. This includes, but is not limited to:

- Financial records
- Administrative documents
- Correspondence
- Human resources files
- Program-related documentation (proposals, reports, impact assessments)

- Legal documents

4. Record Creation and Collection

1. **Responsibility:** All employees and authorized personnel are responsible for the creation and collection of records related to their specific roles and functions within the organization.

2. **Maintaining Quality:** Records should be accurate, complete, and created in a timely manner. All records must contain sufficient detail to provide a clear understanding of the context and content.

5. Record Classification and Storage

1. **Classification:** Records must be classified according to their type and importance to ensure easy retrieval and understanding of their context.

2. **Storage:**

   - **Physical Records:** These should be stored in a secure, organized manner, ensuring protection from loss, damage, or unauthorized access.

   - **Digital Records:** Digital records must be stored on secure servers with appropriate back-up systems, and access should be restricted to authorized personnel.

6. Retention Schedule

1. **Retention Periods:** Records must be retained for specific periods as defined below:

   - **Financial Records:** Retain for a minimum of 8 years.

   - **Program and Administrative Documents:** Retain for a minimum of 8 years post-project completion.

   - **Legal Documents:** Retain for a minimum of 8 years or as required by law.

(Adjust or add more categories as necessary.)

2. **Review Process:** Records should be reviewed periodically to determine retention needs. Records that have exceeded their retention period should be disposed of securely.

7. Access and Confidentiality

1. **Access Control:** Access to records should be limited to individuals whose roles require access to specific information.

2. **Confidentiality**: Sensitive information, including personal data, financial data, and proprietary information, must be maintained in confidence and properly protected from unauthorized access.

8. Disposal of Records

1. **Secure Disposal**: When records are no longer needed or have reached the end of their retention period, they must be disposed of securely to prevent unauthorized access or use.

   - **Physical Records**: Shredding or incineration.

   - **Digital Records**: Permanent deletion from systems, with confirmation that data cannot be recovered.

9. Compliance and Review

This policy shall be reviewed annually or as required due to changes in legislation or organizational structure. All employees and volunteers will be trained in this policy during their orientation and whenever updates are made.

10. Compliance

Failure to adhere to this policy may result in disciplinary action, including termination of employment or volunteer status.

Signatures

Founder/CEO: _Christopher Alfred_
Date: _12/03/2018_
Vice President: _Massara Ouattara_
Date: _12/03/2018_

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CONFLICT OF INTEREST POLICY

Chris Alfred Foundation Inc.

I. Purpose

This Conflict-of-Interest Policy is intended to protect the integrity of Chris Alfred Foundation Inc.'s decision-making process and to ensure that in all activities of the organization, the interests of the organization are prioritized over personal interests. The policy outlines the procedures to identify and manage conflicts of interest to maintain trust, integrity, and transparency in our operations.

II. Definition of Conflict of Interest

A conflict of interest arises when an individual's personal interest or those of their family members, friends, or associates—might compromise or appear to compromise their loyalty to Chris Alfred Foundation Inc. This includes situations where an individual could profit personally from a decision made in their official capacity with the organization.

III. Scope

This policy applies to all board members, staff, volunteers, and any other individuals who may be in a decision-making role at Chris Alfred Foundation Inc.

IV. Types of Conflicts of Interest

1. **Financial Conflicts**: Personal financial interests, such as ownership or investment in a business that may be affected by decisions of Chris Alfred Foundation Inc.

2. **Dual Roles**: Serving on the board or staff of another organization that is involved in a partnership or funding agreement with Chris Alfred Foundation Inc.

3. **Gifts and Hospitality**: Acceptance of gifts, entertainment, or services that could influence decision-making.

4. **Family Relations**: Employment, contracting, or business relationships with individuals who are relatives or close friends.

V. Disclosure of Conflicts

1. **Obligation to Disclose:** Individuals covered by this policy are required to disclose any potential conflicts of interest to the Board of Directors or designated Conflict of Interest Officer. This includes any relevant relationships, interests, and circumstances.

2. **Annual Disclosure Statement:** All board members, staff, and volunteers shall complete an annual disclosure statement to identify any potential conflicts of interest.

VI. Procedures for Managing Conflicts

1. **Assessment:** Upon disclosure of a potential conflict, the Board of Directors or designated Conflict of Interest Officer will assess the situation to determine the existence and severity of the conflict.

2. **Recusal:** Individuals with a conflict of interest shall recuse themselves from participating in discussions and decisions related to the matter in which they have a conflict.

3. **Documentation:** All disclosures and related decisions will be documented in minutes or records maintained by Chris Alfred Foundation Inc.

4. **Review:** The Board shall regularly review this policy and any conflicts that have arisen to provide an ongoing oversight of potential issues.

VII. Violations of the Policy

Any individuals found in violation of this Conflict-of-Interest Policy may face disciplinary action, up to and including termination, depending on the severity of the violation.

VIII. Policy Review

This policy will be reviewed annually and can be amended as necessary by the Board of Directors.

IX. Conclusion

All members, staff, and volunteers of Chris Alfred Foundation Inc. are expected to adhere to this Conflict-of-Interest Policy of the highest ethical standard while conducting the organization's activities. By fostering transparency and accountability, we work to uphold the trust placed in us by our stakeholders.

Adopted by Chris Alfred Foundation Inc. Board of Directors on 03/12/2018.

BOARD ROLES AND RESPONSIBILITIES

1. Governance

- **Establishing Mission and Vision:** The board defines and upholds the mission, vision, and values of the organization, ensuring that all activities align with these guiding principles.

- **Policy Development:** Develops and approves policies that govern the organization's operations and ethical conduct.

2. Strategic Planning

- **Setting Strategic Direction:** Engages in strategic planning to set long-term goals and evaluate the direction of the organization.

- **Monitoring Progress:** Regularly reviews progress towards strategic goals and adjusts plans as necessary.

3. Financial Oversight

- **Budget Approval:** Approves the annual budget and ensures that it aligns with the organization's mission and strategic goals.

- **Financial Monitoring:** Monitors the organization's financial health through regular reviews of financial statements and reports.

- **Fundraising Oversight:** Ensures that fundraising strategies are in place and that funds are used effectively to further the organization's mission.

4. Performance Evaluation: Conducts regular performance evaluations of the Executive Director, providing feedback and support for professional development.

5. Compliance and Accountability

- **Legal Compliance:** Ensures that the organization complies with all applicable laws, regulations, and ethical standards.

- **Risk Management:** Identifies potential risks to the organization and develops strategies to mitigate those risks.

6. Advocacy and Representation

- **Community Engagement:** Represents the organization within the community and builds relationships with stakeholders, partners, and potential donors.

- **Advocacy:** Advocates for the organization's mission and objectives to influence public policy and community support.

7. Board Development

- **Participates in Recruitment:** The board actively engages in identifying and recruiting potential new board members, ensuring that the process seeks individuals with diverse skills, backgrounds, and perspectives that can enhance the board's effectiveness.

- **Founder/CEO Approval:** All recommendations for new board members must be submitted to and approved by the President of the board prior to finalization. This ensures alignment with the organization's strategic goals and governance standards.

- **Onboarding Process:** Once approved, new board members will undergo an orientation process that familiarizes them with the organization's mission, operations, policies, and their responsibilities, promoting effective engagement from the start.

- **Training and Education:** Encourages continuous learning for all board members regarding governance, nonprofit management, and the organization's mission.

8. Meetings and Decision-Making

- **Regular Meetings:** Holds regular meetings to discuss the organization's business, review reports, and make decisions.

- **Consensus Building:** Strives for consensus in decision-making while also respecting differing opinions and perspectives.

9. Evaluation of the Board

- **Self-Assessment:** Conducts regular assessments of the board's performance and effectiveness, identifying areas for improvement.

- **Feedback:** Encourages open dialogue among board members and seek feedback on governance practices.

APPROACHES TO PUBLIC RELATIONS AND MEDIA ENGAGEMENT

1. Media Relations

- **Press Releases**: Drafting and distributing news releases to share important updates or announcements. Tailor the message to the target audience and be clear about the news value.

- **Media Briefings and Interviews**: Organizing face-to-face or virtual meetings with journalists to provide insights about your organization and its activities.

- **Press Kits**: Creating comprehensive media kits that include background information, biographies, high-quality images, and previous press coverage.

2. Content Creation

- **Thought Leadership**: Positioning key executives or experts as thought leaders by publishing articles, whitepapers, or participating in speaking engagements.

- **Blogging and Vlogs**: Producing regular blog posts, podcasts, or video blogs to provide valuable content that engages your audience and showcases expertise.

3. Social Media Engagement

- **Active Presence**: Maintaining an active presence on social media platforms relevant to your audience, sharing news, and engaging with followers.

- **Influencer Partnerships**: Collaborating with influencers to reach wider audiences and leverage their credibility.

- **Crisis Communication**: Utilizing social media for timely updates during crises, addressing concerns, and managing misinformation.

4. Community Engagement

- **Local Events and Sponsorships**: Participating in or sponsoring community events to enhance brand visibility and demonstrate corporate social responsibility.

- **Educational Programs and Workshops**: Offering workshops or seminars that educate the community about relevant topics related to your organization's mission.

5. Crisis Management

- **Preparedness Plans**: Developing a crisis communication plan that outlines steps to take during a crisis, including designated spokespersons and communication channels.

- **Stakeholder Communication**: Ensuring timely and transparent communication with all stakeholders during a crisis to maintain trust.

6. Internal Communication

- **Employee Engagement**: Encouraging two-way communication with employees through newsletters, town hall meetings, and feedback surveys to foster a positive workplace culture.

- **Training and Support**: Offering media training for executives and spokespeople to ensure they are prepared to communicate effectively.

7. Monitoring and Evaluation

- **Media Monitoring**: Tracking media coverage and public sentiment about your organization using media monitoring tools to inform strategy.

- **Analytics and Reporting**: Using analytics to measure the effectiveness of PR campaigns and adjusting based on data insights.

8. Strategic Partnerships

- **Collaborations**: Forming partnerships with other organizations, NGOs, or governmental entities to bolster credibility and expand reach.

- **Networking**: Attending industry conferences, seminars, and networking events to build relationships with journalists and other key influencers.

9. Tailored Messaging

- **Audience Segmentation**: Understanding different audience segments and tailoring messages to resonate with specific groups (e.g., clients, employees, media).

- **Storytelling**: Crafting compelling narratives that highlight your organization's mission, values, and impact to connect emotionally with audiences.

HEALTH AND SAFETY POLICY

1. Policy Statement:

The Chris Alfred Foundation Inc. is committed to providing a safe and healthy environment for all employees, volunteers, and individuals served. This policy outlines our commitment to preventing accidents, injuries, and health issues while promoting well-being.

2. Objectives:

- To comply with all applicable health and safety regulations and standards.

- To provide effective training and resources to employees and volunteers.

- To foster a culture of safety and health awareness within the foundation.

- To establish procedures for reporting and addressing health and safety concerns.

3. Responsibilities:

- **Management:**

    o Ensure that health and safety policies and procedures are implemented and maintained.

    o Conduct regular safety audits and assessments.

    o Allocate necessary resources for health and safety training and equipment.

- **Employees and Volunteers:**

    o Comply with established health and safety policies and procedures.

    o Participate in training programs.

    o Report any unsafe conditions, incidents, or near misses to management immediately.

4. Training and Awareness:

- Regular health and safety training programs will be provided for all staff and volunteers.

- Training will include emergency procedures, proper use of equipment, and awareness of workplace hazards.

5. Workplace Hazards:

- Identify, assess, and mitigate potential hazards in the workplace.
- Provide Personal Protective Equipment (PPE) where necessary.
- Maintain a clean and clutter-free workspace to prevent accidents.

6. Emergency Procedures:

- Develop and communicate emergency response plans for situations such as fires, medical emergencies, and natural disasters.
- Conduct regular drills to ensure preparedness.

7. Incident Reporting and Investigation:

- Establish a clear process for reporting accidents, incidents, and near misses.
- Investigate incidents to determine causes and prevent recurrence.
- Maintain records of incidents for compliance and review purposes.

8. Mental Health and Well-Being:

- Promote mental well-being through resources, support programs, and a positive work environment.
- Encourage open communication about mental health concerns.

9. Continuous Improvement:

- Review and update health and safety policies regularly.
- Solicit feedback from staff and volunteers on health and safety practices.
- Stay informed about new health and safety regulations and best practices.

10. Policy Review:

- This policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with legal requirements.
- All staff will be informed of any changes to the policy.

Conclusion:

The health and safety of everyone associated with the Chris Alfred Foundation Inc. is a shared responsibility. By adhering to this policy, we work together to create a safer, healthier environment.