



Directors: Ben Fitzgerald and Rosie Frost

KINDCODY POLICY - POLICY ON POLICIES

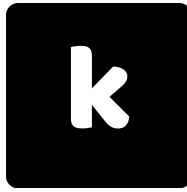
Revised 10 APRIL 2021

Policy

The aim of this Policy is to outline where, when, why and how KINDCODY will establish and implement Policies.

1. KINDCODY will establish and implement policies on key areas, where there is a statutory obligation or clear enterprise need or to follow governance best-practice.
2. Specific areas include, but not limited to:
 - a. Financial
 - i. Reserves Policy
 - ii. Project Approvals Policy
 - iii. Proposals Policy (review prospect/capture for strategic fit and achievability)
 - iv. Cash Holding Policy
 - v. Travel Policy
 - vi. Claims Policy
 - vii. Payments policy

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- viii. Procurement and Disposals Policy
 - ix. Volunteer Payment Policy
 - x. Other to follow
- b. Health and Safety Policy (including offices and field work)
 - c. Risk Management
 - d. Business Ethics and Compliance
 - e. Anti-bribery
 - f. Counter terrorism and money laundering
 - g. Information Security
 - h. Data protection
 - i. Equality and diversity
 - j. Safeguarding
 - k. Sexual exploitation and sexual abuse
 - l. Alcohol and drugs
 - m. Staff and Personnel Policy
 - n. Others, to follow
3. All Policies are to be reviewed annually, for endorsement by the Board at the second Board meeting of each year.
 4. The Director's are responsible for overseeing the review. KINDCODY management team is responsible for implementing, and where necessary, recording compliance with policy.
 5. All staff are to comply with or follow direction in accordance with policy. This may be taken as having the force of the Staff handbook.
 6. Questions should be directed to the Director's.



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Entry into Force

7. This policy is effective immediately.

Chris Frost, Chief Operating Officer