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POLICY HANDBOOK

CHARITABLE YOUTH FOR NATION BUILDING INITIATIVE

www.charitableyouth.org

MARCH 2023

OPENING NOTE



The rationale for creation of Charitable Youth for Nation Building Initiative is to **further the political, social, cultural, or economic goals of youths in Nigeria and beyond.** This is done by implementing activities for young people and/or engaging in advocacy work to promote their cause. Typically, we are established to focus on promoting and ensuring young people's democratic and social rights; encouraging their social and political participation at all levels in community life; and offering opportunities for personal and social development through leisure activities, voluntary engagement and non-formal and informal learning.

Adisa Kabiru Adeniyi



This policy document is designed to establish a framework for the operation of our nonprofit organization in Nigeria. It outlines our code of conduct, our stance on child labor, and our approach to financial discipline.

HAPPY STAKEHOLDERS



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OUR CODE OF CONDUCT

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Our nonprofit organization is committed to operating with the highest standards of ethical behavior. All employees, volunteers, and members of the organization are expected to adhere to the following code of conduct:

- **Honesty and Integrity:** We expect all employees, volunteers, and members of our organization to act with honesty and integrity at all times
- **Respect:** We expect all employees, volunteers, and members of our organization to treat others with respect and dignity, regardless of their position or role within the organization
- **Confidentiality:** We expect all employees, volunteers, and members of our organization to maintain the confidentiality of sensitive information
- **Conflict of Interest:** We expect all employees, volunteers, and members of our organization to avoid any conflicts of interest that may arise during the course of their work
- **Compliance with the Law:** We expect all employees, volunteers, and members of our organization to comply with all applicable laws and regulations



OUR POLICY ON CHILD LABOUR

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Employment of Adults Only and Prevention of Child Labor

Our nonprofit organization is committed to ensuring that all employees, volunteers, and contractors are adults who are legally allowed to work in Nigeria. We will not employ or engage in any form of forced or child labor, and we will take all necessary steps to prevent child labor within our organization and in the communities where we operate.

To this end, we:

1. **Conduct background checks:** We will conduct thorough background checks on all employees, volunteers, and contractors to ensure that they are legally allowed to work in Nigeria and that they have not been involved in any form of forced or child labor.
2. **Train staff on child labor:** We will provide training to all employees and volunteers on the dangers of child labor, the importance of preventing it, and the steps they can take to identify and report any instances of child labor.
3. **Monitor compliance:** We will regularly monitor compliance with this policy and take prompt corrective action if we identify any violations.
4. **Collaborate with stakeholders:** We will work with other organizations, government agencies, and community members to prevent and eliminate child labor within our organization and in the communities where we operate.

Our nonprofit organization recognizes the importance of preventing child labor and ensuring that all employees, volunteers, and contractors are adults who are legally allowed to work in Nigeria. We are committed to upholding the highest standards of ethical behavior and will take all necessary steps to prevent and eliminate child labor within our organization and in the communities where we operate. We will review and update this policy document as necessary to ensure that we are always operating in the best interests of our stakeholders.



OUR POLICY ON WORKING WITH CHILDREN

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Our nonprofit organization recognizes that children are our most valuable asset and are committed to ensuring their safety and well-being at all times. This policy outlines our guidelines for working with children and the measures we take to ensure their safety.

1. Screening: All employees and volunteers who work with children must undergo a thorough screening process that includes a background check, reference check, and an interview. This screening process is designed to ensure that only individuals who are trustworthy, reliable, and committed to the safety and well-being of children are allowed to work with them.
2. Training: All employees and volunteers who work with children must undergo training on child safety, including but not limited to child abuse prevention, identifying and reporting signs of abuse, and appropriate communication and behavior with children. This training is mandatory and must be completed before any individual is allowed to work with children.
3. Supervision: Children must be supervised at all times while they are under the care of our organization. The ratio of children to staff or volunteers will be appropriate for the age and needs of the children, and we will ensure that all children are adequately supervised to ensure their safety.
4. Code of Conduct: We have a strict code of conduct that all employees and volunteers must follow when working with children. This code of conduct outlines appropriate communication and behavior with children, as well as guidelines for physical contact and personal boundaries. Any violations of this code of conduct will be taken seriously and may result in disciplinary action, up to and including termination of employment or volunteer work.
5. Emergency Procedures: We have established emergency procedures that are designed to ensure the safety of children in the event of an emergency. All staff and volunteers must be familiar with these procedures and be prepared to act quickly and appropriately in the event of an emergency.
6. Reporting: We have a strict policy of reporting any suspected or known incidents of child abuse or neglect to the appropriate authorities. All employees and volunteers must report any concerns or suspicions of child abuse or neglect to their supervisor or the designated reporting authority.

Our nonprofit organization is committed to the safety and well-being of children at all times. We have established strict guidelines for working with children, including thorough screening, mandatory training, appropriate supervision, a strict code of conduct, established emergency procedures, and a strict policy of reporting any suspected or known incidents of child abuse or neglect to the appropriate authorities. We regularly review and update this policy document to ensure that we are always operating in the best interests of the children we serve.



OUR POLICY ON POSH

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Our nonprofit organization is committed to providing a safe and respectful work environment for all employees, volunteers, and stakeholders. We recognize that sexual harassment is a form of discrimination and is prohibited by law. We are committed to preventing sexual harassment and taking appropriate action to address any incidents of sexual harassment that may occur.

1. **Definition:** Sexual harassment is any unwanted conduct of a sexual nature that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment.
2. **Prohibition:** Sexual harassment is prohibited in all of our activities, including but not limited to employment, volunteer work, and interactions with stakeholders. We will not tolerate any form of sexual harassment and will take appropriate action to prevent and address it.
3. **Prevention:** We will take proactive steps to prevent sexual harassment, including but not limited to providing training and education to our employees, volunteers, and stakeholders on what constitutes sexual harassment and how to prevent it. We will also establish procedures for reporting incidents of sexual harassment and will ensure that all employees, volunteers, and stakeholders are aware of these procedures.
4. **Reporting:** We will establish procedures for reporting incidents of sexual harassment. These procedures will include identifying who to report to, how to report, and how to ensure confidentiality. We will also establish procedures for investigating and addressing incidents of sexual harassment.
5. **Non-Retaliation:** We will ensure that no one who reports an incident of sexual harassment or participates in an investigation of sexual harassment will be subjected to retaliation. We will take appropriate action to address any acts of retaliation that may occur.
6. **Training and Education:** We will provide regular training and education to our employees, volunteers, and stakeholders on what constitutes sexual harassment and how to prevent it. We will also provide training and education to our managers and supervisors on how to respond to incidents of sexual harassment and how to prevent it in the workplace.

Our nonprofit organization is committed to preventing sexual harassment and providing a safe and respectful work environment for all employees, volunteers, and stakeholders. We will establish policies and procedures for preventing and addressing incidents of sexual harassment, and we will provide training and education to our employees, volunteers, and stakeholders on how to prevent sexual harassment. We will regularly review and update this policy document to ensure that we are always operating in the best interests of our stakeholders.

***POSH - Prevention of Sexual Harassment**



OUR POLICY ON PSEA

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Our nonprofit organization is committed to preventing sexual exploitation and abuse (PSEA) in all our programs and activities. We recognize that sexual exploitation and abuse can have a devastating impact on the lives of the affected population, and we are committed to upholding the highest standards of ethical conduct and professionalism.

Our PSEA policy includes the following principles:

1. Zero Tolerance: We have a zero-tolerance policy for sexual exploitation and abuse in all our programs and activities. This means that we will not tolerate any form of sexual exploitation or abuse, whether committed by our staff, volunteers, contractors, or partners.
2. Code of Conduct: We have a clear code of conduct that outlines our expectations for ethical behavior by all our staff, volunteers, contractors, and partners. This code of conduct includes provisions on sexual exploitation and abuse, and it is communicated to all our stakeholders.
3. Reporting Mechanisms: We have mechanisms in place to report and investigate any allegations of sexual exploitation and abuse. These mechanisms are accessible to all stakeholders, and we ensure that all complaints are investigated in a timely, impartial, and confidential manner.
4. Awareness and Training: We provide awareness and training on sexual exploitation and abuse to all our staff, volunteers, contractors, and partners. This training includes information on what constitutes sexual exploitation and abuse, how to prevent it, and what to do if it occurs.
5. Partner and Contractor Screening: We screen all our partners and contractors to ensure that they have robust policies and procedures in place to prevent sexual exploitation and abuse. We will not work with any partners or contractors who do not meet our PSEA standards.
6. Reporting and Monitoring: We regularly report on our PSEA activities and progress to our stakeholders, including our board, donors, and affected populations. We also monitor our PSEA performance to ensure that we are continuously improving our policies and procedures.

Our nonprofit organization is committed to preventing sexual exploitation and abuse in all our programs and activities. Our PSEA policy outlines our commitment to upholding the highest standards of ethical conduct and professionalism, and we take measures to prevent sexual exploitation and abuse, investigate and respond to any allegations, provide awareness and training, and partner and contractor screening. We are committed to reporting and monitoring our PSEA activities and progress to ensure continuous improvement in our policies and procedures.



Accountability to Affected Population (AAP) Policy

Our nonprofit organization recognizes the importance of being accountable to the affected population we serve. We are committed to ensuring that our programs are designed, implemented, and monitored with the active participation and input of the affected population. This policy outlines our commitment to accountability to affected populations (AAP) and the measures we take to ensure that our programs are responsive to their needs.

The AAP policy includes the following principles:

1. **Participation:** We ensure that the affected population is involved in all stages of our programs, from planning to monitoring and evaluation. We actively seek their feedback and input to ensure that our programs are responsive to their needs.
2. **Accessibility:** We ensure that our programs are accessible to all members of the affected population, regardless of their gender, age, ethnicity, religion, or other factors.
3. **Transparency:** We are transparent in our communication with the affected population, providing clear and accurate information about our programs, including their objectives, activities, and expected outcomes.
4. **Feedback and Complaints Mechanisms:** We provide mechanisms for the affected population to provide feedback and make complaints about our programs. We respond to all feedback and complaints in a timely and appropriate manner.
5. **Continuous Learning and Improvement:** We are committed to continuous learning and improvement, regularly reviewing and evaluating our programs to ensure that they are effective and responsive to the needs of the affected population.

Our nonprofit organization is committed to delivering high-quality programs that are accountable to the affected population we serve. Our program management manual outlines our program management processes, and we regularly review and update it to ensure that our programs are effective, efficient, and accountable. Our AAP policy outlines our commitment to accountability to the affected population, and we take measures to ensure that our programs are responsive to their needs.



STRONG GOVERNANCE



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OUR POLICY ON FINANCIAL DISCIPLINE

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Our nonprofit organization is committed to maintaining the highest standards of financial discipline. We recognize that we have a responsibility to our donors and supporters to ensure that their contributions are used effectively and efficiently. To this end, we will adhere to the following principles:

1. **Transparency:** We will ensure that our financial statements are accurate, complete, and transparent.
2. **Accountability:** We will hold ourselves accountable for the responsible use of funds and resources.
3. **Efficiency:** We will strive to use our resources efficiently, and we will constantly look for ways to improve our operations and reduce costs.
4. **Compliance:** We will comply with all applicable laws and regulations governing the use of nonprofit funds.

This policy document is designed to provide a framework for the operation of our nonprofit organization in Nigeria. We are committed to upholding the highest standards of ethical behavior, protecting the rights of children, and maintaining the highest standards of financial discipline. We will review and update this policy document as necessary to ensure that we are always operating in the best interests of our stakeholders.



TRANSPARENT ACCOUNTING & FINANCIAL PRACTICES

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Our nonprofit organization is committed to maintaining transparent finance and accounting practices. We recognize that our donors and supporters place a high level of trust in us, and we will do everything we can to ensure that their contributions are used effectively and efficiently.

To this end, we will:

1. Maintain accurate records: We will maintain accurate and complete records of all financial transactions, including donations, expenses, and investments.
2. Use established accounting practices: We will use established accounting practices and procedures to ensure that all financial transactions are recorded accurately and in a timely manner.
3. Conduct regular audits: We will conduct regular audits of our financial records to ensure that they are accurate and complete, and that our financial practices are in compliance with all applicable laws and regulations.
4. Provide financial reports: We will provide regular financial reports to our donors and supporters, including information on our income, expenses, and investments.
5. Ensure financial transparency: We will ensure that our financial statements and reports are easily accessible to the public and that they are presented in a clear and understandable manner.

Our nonprofit organization recognizes the importance of maintaining transparent finance and accounting practices. We are committed to upholding the highest standards of financial discipline and transparency, and we will do everything we can to ensure that our donors and supporters can trust us to use their contributions effectively and efficiently. We will review and update this policy document as necessary to ensure that we are always operating in the best interests of our stakeholders.



OUR POLICY ON ETHICS

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Our nonprofit organization is committed to upholding the highest standards of ethical conduct in all of our activities. We recognize that our stakeholders expect us to act with integrity, honesty, and transparency, and we are committed to meeting these expectations. This policy outlines our guidelines and procedures for ethical conduct.

1. Code of Conduct: We will establish a code of conduct that outlines our expectations for ethical behavior. This code will include guidelines on issues such as conflicts of interest, gifts and gratuities, and use of organizational resources.
2. Training: We will provide training to all employees and volunteers on our code of conduct and other ethical issues. This training will be mandatory and will be provided on a regular basis.
3. Reporting: We will establish a mechanism for employees and volunteers to report any concerns they may have about ethical issues. This mechanism will include options for anonymous reporting and will ensure that all reports are investigated promptly and thoroughly.
4. Accountability: We will hold all employees and volunteers accountable for their actions and behavior. We will establish appropriate disciplinary procedures for violations of our code of conduct and will take appropriate action as necessary.
5. Transparency: We will ensure that all of our activities are conducted with transparency and openness. We will provide regular reports to our stakeholders on our activities and financial performance and will ensure that all information is accurate and complete.
6. Compliance: We will ensure that all of our activities are in compliance with all applicable laws and regulations, including those related to ethics and governance.

Our nonprofit organization is committed to upholding the highest standards of ethical conduct in all of our activities. We are committed to acting with integrity, honesty, and transparency, and to meeting the expectations of our stakeholders. We will review and update this policy document as necessary to ensure that we are always operating in the best interests of our stakeholders.



OUR POLICY ON AUDITS

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Our nonprofit organization recognizes the importance of maintaining accurate financial records and ensuring that our activities are conducted in accordance with all applicable laws and regulations. To ensure that we are meeting these expectations, we will establish an audit policy to provide guidance and procedures for conducting regular audits of our financial records and activities.

1. **Scope:** The audit will cover all financial transactions and activities conducted by the organization, including donations, expenditures, payroll, and any other financial activities.
2. **Frequency:** The audit will be conducted annually to ensure that our financial records and activities are accurate and in compliance with all applicable laws and regulations.
3. **External Auditor:** We will engage an independent external auditor to conduct the audit. The external auditor will have the necessary expertise and experience to conduct a thorough and objective review of our financial records and activities.
4. **Audit Process:** The audit process will include a review of all financial records and activities, interviews with staff and volunteers, and any other necessary steps to ensure that the audit is thorough and accurate.
5. **Audit Report:** The auditor will provide a written report of their findings, including any deficiencies or areas of concern. The report will be presented to the Board of Directors and will be made available to the public upon request.
6. **Corrective Action:** Any deficiencies or areas of concern identified in the audit report will be addressed promptly and appropriately. We will establish appropriate procedures for corrective action and will take appropriate steps to ensure that any issues are resolved.
7. **Compliance:** We will ensure that all of our activities are in compliance with all applicable laws and regulations, including those related to auditing and financial reporting.

Our nonprofit organization recognizes the importance of maintaining accurate financial records and ensuring that our activities are conducted in accordance with all applicable laws and regulations. We are committed to conducting regular audits of our financial records and activities to ensure that we are meeting these expectations. We will review and update this policy document as necessary to ensure that we are always operating in the best interests of our stakeholders.



LEGAL COMPLIANCES

Our nonprofit organisation recognises the importance of complying with all applicable laws and regulations. We are committed to operating in accordance with the governing laws of Nigeria, including but not limited to:

- Constitution of the Federal Republic of Nigeria (1999)
- Companies and Allied Matters Act (2020)
- Companies Income Tax Act (CITA)
- Criminal Code Act
- Taxes and Levies (Approved List for Collection) Act (1998)
- Value Added Tax Act (1993)
- VAT Amendment Act (2007)
- Federal Inland Revenue Service (Establishment) Act (2007)
- Personal Income Tax Act (2004)
- Personal Income Tax (Amendment) Act (2011)
- Money Laundering (Prohibition) Act (2011)
- Terrorism (Prevention) Act (PTA) (2011)
- Companies Income Tax (Exemption of Profits) Order (2012)
- Child Rights Act



1. Compliance: We will ensure that all of our activities are in compliance with all applicable laws and regulations. We will establish procedures to identify and monitor changes in laws and regulations that may affect our activities, and we will take appropriate action to ensure compliance.
2. Legal Advice: We will engage legal counsel as necessary to provide guidance on compliance with applicable laws and regulations. We will seek legal advice as necessary to ensure that our activities are conducted in accordance with the governing laws of Nigeria.
3. Reporting: We will ensure that all necessary reports and filings are submitted to the appropriate regulatory bodies in a timely and accurate manner. We will establish procedures to monitor compliance with reporting requirements and will take appropriate action to ensure compliance.
4. Record keeping: We will maintain accurate and complete records of all of our activities, including financial records, meeting minutes, and other relevant documents. We will ensure that these records are maintained in accordance with applicable laws and regulations.
5. Review: We will periodically review our activities to ensure that we are in compliance with all applicable laws and regulations. We will take appropriate action to address any issues or deficiencies identified in the review process.

Our nonprofit organisation is committed to complying with all applicable laws and regulations. We will ensure that our activities are conducted in accordance with the governing laws of Nigeria, and we will seek legal advice and guidance as necessary to ensure compliance. We will review and update this policy document as necessary to ensure that we are always operating in the best interests of our stakeholders.



OUR POLICY ON SOURCES & USES OF FUNDS

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Our nonprofit organization is committed to maintaining the highest level of financial accountability and transparency. We recognize that our funding sources come with expectations and responsibilities, and we are committed to using our funds in a manner consistent with our mission and in compliance with governing laws and regulations. This policy outlines our guidelines for the sources and uses of our funds.

1. Sources of Funds: Our organization may receive funds from a variety of sources, including but not limited to donations, grants, sponsorships, and fundraising events. We will only accept funds that are legal, ethical, and consistent with our mission and values. We will maintain accurate records of all funds received, including the source and purpose of each donation.
2. Uses of Funds: Our organization will use funds only for purposes that are consistent with our mission and in compliance with governing laws and regulations. We will maintain accurate records of all funds spent, including the purpose and amount of each expenditure. We will ensure that all funds are spent in a manner that is effective, efficient, and aligned with our mission.
3. Allocation of Funds: Our organization will allocate funds in a manner that is consistent with our mission and values. We will establish a budget that outlines our planned expenditures for the fiscal year, and we will monitor our spending to ensure that we are staying within our budget. We will also ensure that we are allocating funds in a manner that maximizes our impact and achieves our goals.
4. Financial Reporting: Our organization will maintain accurate financial records and will provide regular financial reports to our stakeholders. These reports will include a statement of financial position, a statement of activities, and a statement of cash flows. We will ensure that our financial reporting is in compliance with governing laws and regulations.
5. Donor Privacy: Our organization recognizes the importance of donor privacy and will respect the confidentiality of all donor information. We will maintain accurate records of all donations, including the name and address of the donor, the date of the donation, and the amount of the donation. We will not share this information with third parties unless required by law.

Our nonprofit organization is committed to using our funds in a manner that is consistent with our mission and values and in compliance with governing laws and regulations. We will maintain accurate financial records, allocate funds in a manner that maximizes our impact, and provide regular financial reports to our stakeholders. We will also respect the privacy of our donors and ensure that all donations are legal, ethical, and aligned with our mission. We will regularly review and update this policy document to ensure that we are always operating in the best interests of our stakeholders.



OUR ANTI-FRAUD PRINCIPLES & PRACTICES

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1. **Zero Tolerance:** We have a zero-tolerance policy for fraud in all our operations. This means that we will not tolerate any fraudulent behavior, including misappropriation of funds, falsification of documents, or other forms of dishonesty.
2. **Code of Conduct:** We have a clear code of conduct that outlines our expectations for ethical behavior by all our staff, volunteers, contractors, and partners. This code of conduct includes provisions on fraud prevention and detection, and it is communicated to all our stakeholders.
3. **Internal Controls:** We have robust internal controls in place to prevent and detect fraud. These controls include segregation of duties, regular review of financial transactions, and strict access controls to our financial systems and data.
4. **Whistleblower Protection:** We have a whistleblower protection policy that provides our staff, volunteers, contractors, and partners with a safe and confidential way to report any suspected fraudulent behavior. We encourage our stakeholders to report any suspicions of fraud, and we investigate all reports in a timely, impartial, and confidential manner.
5. **Training and Awareness:** We provide training and awareness on fraud prevention and detection to all our staff, volunteers, contractors, and partners. This training includes information on how to identify and report fraud, and what measures we have in place to prevent and detect it.
6. **Reporting and Monitoring:** We regularly report on our anti-fraud activities and progress to our stakeholders, including our board, donors, and affected populations. We also monitor our anti-fraud performance to ensure that we are continuously improving our policies and procedures.

Our nonprofit organization is committed to maintaining the highest standards of ethical conduct and integrity in all our operations. Our Anti-Fraud Policy outlines our commitment to preventing and detecting fraud through effective policies and procedures, including a zero-tolerance policy for fraud, a clear code of conduct, robust internal controls, whistleblower protection, training and awareness, and reporting and monitoring. We are committed to continuously improving our anti-fraud policies and procedures to prevent and detect fraud and protect our organization and the communities we serve.



OUR POLICY ON PARTNERSHIP, COLLABORATION & NETWORKING

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Our nonprofit organization recognizes the importance of building strong partnerships, collaborations, and networks to achieve our mission. We will seek to work with other organizations, government agencies, and stakeholders to achieve our goals and objectives.

1. Purpose: The purpose of this policy is to establish guidelines for building partnerships, collaborations, and networks with other organizations, government agencies, and stakeholders.
2. Criteria for Collaboration: We will establish criteria for selecting partners and collaborators that align with our mission, vision, and values. We will also consider the expertise, resources, and capacity of potential partners and collaborators.
3. Process for Collaboration: We will establish procedures for initiating and managing collaborations and partnerships. These procedures will include identifying potential partners and collaborators, negotiating agreements, establishing roles and responsibilities, and monitoring and evaluating the collaboration.
4. Communication: We will establish effective communication channels with our partners and collaborators to ensure that all parties are informed and engaged in the collaboration. We will maintain open and transparent communication to ensure that all parties are working towards the same goals and objectives.
5. Conflict Resolution: We will establish procedures for resolving conflicts that may arise in the course of collaborations and partnerships. These procedures will include identifying potential conflicts, addressing them promptly and fairly, and seeking outside assistance as necessary.
6. Monitoring and Evaluation: We will establish procedures for monitoring and evaluating collaborations and partnerships to ensure that they are achieving their intended goals and objectives. We will use this information to make adjustments as necessary to improve the effectiveness of the collaboration.

Our nonprofit organization recognizes the importance of building strong partnerships, collaborations, and networks to achieve our mission. We are committed to working with other organizations, government agencies, and stakeholders to achieve our goals and objectives. We will establish guidelines and procedures for building and managing collaborations and partnerships, and we will regularly monitor and evaluate these relationships to ensure that they are achieving their intended goals and objectives. We will review and update this policy document as necessary to ensure that we are always operating in the best interests of our stakeholders.



OUR POLICY ON ASSET/INVENTORY

Our nonprofit organization recognizes the importance of managing our assets effectively to achieve our mission and fulfill our responsibilities to our stakeholders. This policy outlines our guidelines and procedures for managing our assets.

1. Acquisition: All asset acquisitions must be authorized in advance by the appropriate supervisor. The authorization process will include a review of the purpose of the acquisition, estimated costs, and expected outcomes.
2. Inventory: We will maintain an inventory of all assets owned by our organization, including equipment, furniture, vehicles, and other property.
3. Maintenance and Repair: We will ensure that all assets are properly maintained and repaired as necessary to ensure their safe and effective use.
4. Disposal: We will establish guidelines and procedures for the disposal of assets that are no longer needed or are beyond repair. All disposals must be authorized in advance by the appropriate supervisor.
5. Security: We will take all necessary steps to ensure the security of our assets, including implementing appropriate security measures and establishing access controls.
6. Insurance: We will maintain insurance coverage for our assets, including property insurance, liability insurance, and any other necessary coverage.
7. Reporting: We will establish guidelines and procedures for reporting on our assets, including regular updates on the status of our inventory, maintenance and repair activities, and disposals.
8. Compliance: We will ensure that all asset-related activities are in compliance with all applicable laws and regulations, including those related to taxation, insurance, and disposal.



OUR POLICY ON TRAVEL

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Our nonprofit organization recognizes the importance of travel in achieving our mission, and we are committed to ensuring that all travels are conducted safely, efficiently, and in compliance with all applicable laws and regulations. This policy outlines our guidelines and procedures for travel-related activities.

1. Authorization: All travel must be authorized in advance by the appropriate supervisor. The authorization process will include a review of the purpose of the trip, estimated costs, and expected outcomes.
2. Booking and Payment: All travel must be booked through our authorized travel agent or approved channels. All expenses must be reasonable and necessary, and payment should be made in accordance with our financial policies and procedures.
3. Accommodations: Accommodations should be safe, clean, and comfortable, and should be booked at reasonable rates. Where possible, we will consider using shared accommodations to reduce costs.
4. Transportation: Transportation should be safe, efficient, and cost-effective. We encourage the use of public transportation where appropriate and feasible.
5. Per Diem: We will establish per diem rates for meals and incidental expenses in accordance with local regulations and standards.
6. Travel Insurance: We will provide travel insurance coverage to all employees and volunteers traveling on behalf of our organization.
7. Reporting: All travel-related expenses must be reported promptly and accurately. We will establish guidelines and procedures for submitting expense reports and receipts.
8. Compliance: We will ensure that all travel-related activities are in compliance with all applicable laws and regulations, including those related to immigration, customs, and travel restrictions.

Our nonprofit organization recognizes the importance of travel in achieving our mission, and we are committed to ensuring that all travel-related activities are conducted safely, efficiently, and in compliance with all applicable laws and regulations. We will review and update this policy document as necessary to ensure that we are always operating in the best interests of our stakeholders.



PROGRAM MANAGEMENT MANUAL (A NOTE)



Our nonprofit organization recognizes the importance of having a program management manual to ensure that we are consistently delivering high-quality programs that meet the needs of our beneficiaries. This manual outlines our program management processes, including planning, implementation, monitoring, and evaluation. It includes clear guidelines for all staff and volunteers involved in program management to ensure that our programs are effective, efficient, and accountable

1. The program management manual includes the following sections:
2. Program Planning: This section outlines the process for program planning, including needs assessments, beneficiary selection, and program design.
3. Program Implementation: This section outlines the process for program implementation, including procurement, logistics, and distribution of program materials.
4. Monitoring and Evaluation: This section outlines the process for program monitoring and evaluation, including data collection, analysis, and reporting.
5. Reporting: This section outlines the requirements for reporting program progress and results to internal and external stakeholders.
6. Documentation: This section outlines the requirements for maintaining accurate and complete records of program activities and results.
7. The program management manual is regularly reviewed and updated to ensure that it remains relevant and effective in meeting the needs of our beneficiaries.

OUR VALUES & OBJECTIVES



1. CNYBI is a community development organization set up for the purpose of enhancing general development of the community and promoting proper understanding, unity, love and peace among residents.
2. To serve as a platform to mobilize youth for sustainable development and growth.
3. To promote national integration and harmonious co-existence of the diverse communities.
4. To support and promote the rights of the people especially the youth, children, women and the less privileged.
5. To render charitable services to the downtrodden members of the society
6. To empower members to assume responsible roles in the community.
7. To provide a friendly and helpful environment for members to meet and share knowledge, ideas, goals, best practices, experience and expertise subjects of interest to the Foundation.
8. To provide networking opportunities for members
9. To operate financial systems, such as co-operative societies, for the promotion of economic interests and welfare of members.
10. To establish educational institutions whereby leadership education, as a matter of priority, will be included in the instructional materials.
11. To serve as a Foundation for Leadership Development Programmes.
12. To institute special merit awards for the identification and celebration of worthy person for outstanding leadership.
13. To contribute to socio-economic development of the environment within which the Foundation operates, through enlightenment campaigns and community development projects.
14. To operate and function as a Non-Profit Organisation for the promotion of good leadership culture, democratic principles and community development.
15. To create a platform where all people have the opportunity and capacity to direct economic, social and environmental resources towards sustainable outcomes that improve lives and communities.
16. To promote peace and development of the host community.
17. To cooperate with similar bodies around the world with identical objectives.
18. To undertake any other activities which support the objectives of the coalition.

LET'S WORK TOGETHER

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