



Agama Charity

INSTITUTIONAL POLICIES FRAMEWORK

Principles, standards and safeguards guiding
the work and stewardship of AGAMA Charity

AGAMA CHARITY

Community-based organisation • Tanzania

A public-facing overview of institutional policy commitments

About This Framework

AGAMA Charity is committed to responsible community development, safeguarding, transparent stewardship and continuous learning. This Institutional Policies Framework brings together the principal policy areas that guide the organisation's conduct, programme delivery and use of resources.

This document is an overview of policy commitments, not a substitute for the detailed policies, procedures, donor agreements or legal obligations that apply to particular activities. Each policy should be formally reviewed, approved, communicated and periodically updated by the appropriate authority.

Document control

Organisation	AGAMA Charity
Established	2011
Document owner	AGAMA Charity leadership / designated policy owner
Approval status	For review and formal approval by the Board of Directors
Effective date	To be completed after formal approval
Review	Periodically and whenever law, risk or operational practice changes materially

Our Institutional Commitments

AGAMA Charity aims to apply the following standards across its programmes, partnerships and operations:

Integrity and ethical conduct. Represent the organisation honestly, avoid improper personal benefit, disclose conflicts of interest and act in the charity's best interests.

Child safeguarding and community protection. Promote safe, respectful participation; prevent abuse, exploitation, neglect and harassment; and respond appropriately to concerns.

Financial stewardship. Use funds for approved charitable purposes, maintain accurate records, apply appropriate approvals and report honestly.

Procurement and fund safeguarding. Select suppliers fairly, document purchasing decisions, protect charitable assets and prevent fraud, waste and diversion.

Monitoring, evaluation, accountability and learning. Track progress, assess outcomes, listen to community feedback and use evidence to improve delivery.

Data protection and confidentiality. Collect only necessary information, restrict access, store records securely and protect sensitive personal information.

Equity, dignity and inclusion. Seek to make programmes accessible and respectful, while recognising different needs, barriers and vulnerabilities.

Responsible partnerships. Assess partners proportionately, clarify responsibilities, monitor agreed activities and address concerns.

Complaints and whistleblowing. Provide safe routes for concerns and aim to protect people who raise issues in good faith from retaliation.

Asset and records management. Keep reliable records, track organisational property and retain documents according to applicable requirements.

Policy Register: Core Documents

The following policy areas are recommended for an institutional policy register. The detailed policy documents should be maintained separately, with an owner, approval record, effective date and review date.

Policy / procedure	Purpose	Status to record
Safeguarding & Community Protection	Protect children and community members; set standards for safe conduct and response to concerns.	Record current approved version and reporting contact.
Financial Stewardship	Govern budgets, payments, accounting records, financial reporting and oversight.	Record approval, authority limits and effective date.
Procurement & Fund Safeguarding	Support fair purchasing, protect funds and assets, and reduce fraud and conflicts of interest.	Record thresholds and delegated approval limits.
Monitoring, Evaluation, Accountability & Learning	Measure progress, evaluate outcomes, handle feedback and apply learning.	Record indicators, reporting and feedback arrangements.
Code of Conduct & Conflict of Interest	Define expected behaviour, disclosure requirements and management of conflicts.	Adopt declarations and reporting procedures.
Complaints & Whistleblowing	Provide safe, confidential and fair routes for concerns, with protection against retaliation.	Name an authorised contact and escalation route.
Data Protection & Confidentiality	Protect personal data, sensitive records, images and confidential information.	Set access, consent, retention and incident procedures.
Human Resources & Volunteer Management	Guide recruitment, role clarity, conduct, supervision and appropriate screening.	Adapt to staffing and volunteer arrangements.
Partner Due Diligence & Management	Assess partner suitability, responsibilities, risk, reporting and performance.	Apply checks proportionate to risk and funding.
Asset & Records Management	Track property, inventory, document retention and secure disposal.	Maintain registers and retention schedule.

Implementation and Oversight

The Board of Directors should provide oversight of the policy framework and approve policies according to the organisation's governance arrangements. Leadership should assign policy owners, ensure that relevant personnel understand their responsibilities, maintain accessible reporting routes and review implementation. Staff, volunteers and partners should receive appropriate guidance before undertaking activities covered by a policy.

For each policy, AGAMA Charity should maintain a controlled copy and record: document title; version; policy owner; approval authority; approval date; effective date; next review date; and a summary of material changes. Superseded versions should be archived securely to preserve an audit trail.

Reporting Concerns

Anyone working with or participating in AGAMA Charity programmes should be able to raise a concern through a safe and appropriate channel. The organisation should publish accurate contact details for its designated safeguarding and complaints contacts once those roles and routes have been formally assigned. Immediate risks to a child or any person should be escalated promptly through the applicable safeguarding and emergency procedures.

Approval and Public Use

This framework is intended to help website visitors, donors, institutional partners and community stakeholders understand AGAMA Charity's approach to responsible governance. It should be published only after leadership has checked that the policy descriptions accurately reflect approved organisational practice. Listing a policy in this framework does not, by itself, mean that a separate policy has been approved or fully implemented.

Approved by	AGAMA Charity Board of Directors
Approval date	To be completed after formal approval
Next review	To be set at approval

AGAMA Charity

Responsible governance. Community protection. Transparent stewardship.

Important: This framework is a public-facing overview and should be aligned with the organisation's actual approved policies, Tanzanian legal obligations and donor agreements. Obtain appropriate legal or governance review where needed.