



Organisational Charter

As the All Out Africa Foundation, we subscribe to the International Non-Governmental Organisation Charter (http://www.dakm.gr/wp-content/uploads/2016/10/INGO_CHARTER_web.pdf) including the following:

- 1. Respect for Human Rights**
- 2. Independence**
- 3. Transparency**
- 4. Good Governance**
- 5. Responsible Advocacy**
- 6. Participation**
- 7. Diversity / Inclusion**
- 8. Environmental Responsibility**
- 9. Ethical Fundraising**
- 10. Professional Management**

1. Respect for Human Rights

We commit to respecting and promoting human rights as expressed in the Universal Declaration of Human Rights.

- We will respect and advance the equal rights and dignity of all human beings.
- We seek to advance international and national laws that promote human rights, ecosystem protection, sustainable development and other public goods.
- Where such laws do not exist, are not fully implemented, or are being abused, we will highlight these issues for public debate and advocate for appropriate remedial action.

2. Independence

We seek to be both politically and financially independent. This will require:



- Governance, programmes and policies that are non-partisan, independent of specific governments, political parties and the business sector;
- Effective systems and practices to prohibit, prevent, detect and report on corruption, bribery and conflict of interest by staff or other persons working for or on behalf of the organisation;
- Disclosure of donor identities when the size of their donation(s) is such that it could be seen to compromise our political or financial independence.

3. Transparency

We commit to transparency and honesty regarding our mission, structures, policies and activities. This will require:

- The implementation of an open information policy which ensures timely, relevant and accurate information is disclosed in an accessible format; and any exceptions e.g. due to data protection rights, are clearly and reasonably explained;
- Complying with the relevant governance, financial accounting and reporting requirements in countries where we are based and operate;
- Issuing annual reports describing: our mission and values, objectives and outcomes achieved in programmes and advocacy work, environmental impact, governance structure, processes and main office bearers, main sources of funding, financial performance, compliance with this Charter and a contact person;
- Basing disclosure of information (wherever possible and appropriate) on existing formats such as those provided by GRI or IATI to allow better systematic use of the data.

4. Good Governance

We commit to effective governance that ensures we act in accordance with stated values and agreed procedures and our programmes achieve outcomes that are consistent with our mission. This will require:

- Publication of a clearly defined and transparent mission, governance structure and decision making process at the governance level;
- A governing body which supervises and evaluates the chief executive, and oversees programme and budgetary matters. This body will define overall strategy, consistent with the organisation's mission, ensure that resources are used efficiently and appropriately, that



performance is measured, that financial integrity is assured and that public trust is maintained;

- Written procedures covering the appointment, internal accountability, responsibilities and term limits of members of the governing body;
- Effective risk management and compliance with relevant laws and regulations in the jurisdictions within which the entity operates;
- Publication of an annual financial report conformant with relevant laws and practices and audited by a qualified independent auditor whose statement will accompany the report.

5. Responsible Advocacy

We commit to ensuring that our advocacy is consistent with our mission, grounded in our work, based on evidence and advances defined public interests. This will require:

- Explicit ethical policies that guide our choices of advocacy strategy (targets and claims) including responsible use of people's images and stories;
- A clear and published process at organisational level for adopting public policy positions (including for partners where appropriate);
- Ensuring that assertions are based on evidence and meaningful stakeholder engagement wherever possible;
- Being responsible in our public criticism, ensuring it amounts to fair public comment and giving a right of reply.

6. Participation

We commit to working in genuine partnership with local communities, NGOs and other organisations which aim for sustainable development in response to local needs. We commit to the empowerment and inclusive participation of people whose lives are affected by our initiatives. This will require:

- Policies and practices ensuring effective stakeholder involvement in the development, implementation and evaluation of the organisation's programmes and advocacy work wherever possible;
- A well-functioning feedback and complaints mechanism to be in place;



- Practices to ensure that partners also meet high standards of accountability and that there are no links with organisations, or persons involved in illegal or unethical practices.

7. Diversity / Inclusion

We commit to valuing, respecting and encouraging diversity, and seek to be impartial and non-discriminatory in all our activities. This will require:

- Implementation and management of policies and processes that actively encourage the integration of people into governance bodies, staff and programmes, who may have been excluded due to gender, disability, race, age, religion or for other reasons relating to identity;
- Identification of potentially discriminated groups (where this does not lead to any danger for those identified) – which will inform the planning, implementation and evaluation of operational activities and programmes and support the setting of inclusion objectives where relevant.

8. Environmental Responsibility

We commit to minimising the environmental impact of our operations and programme work wherever possible, balancing it with necessities to fulfil our mandate and financial affordability. This will require:

- Implementation of a written Environmental Management System (EMS) guided by a high level Environmental Policy and endorsed by senior management commitment;
- Specification in the EMS of measures taken to minimise environmental impact, and of mechanisms to evaluate their effectiveness and make changes where needed;
- Oversight of the EMS' day-to-day operation, including monitoring, reporting and publishing progress.

9. Ethical Fundraising

We commit to ensuring that all donations further our mission. We respect the rights of donors and the dignity of people affected by our fundraising activities.

This will require:

- Implementation of policies and processes that ensure: fundraising materials adequately describe our work and needs whilst protecting the dignity of people affected by our fundraising activities; donors are informed about the status and authority of fundraisers;



donations are effectively used to further our organisation's mission; donor requests are honoured where donations are made for a specific purpose and donors are adequately informed on how donations are used;

- Publication of details of all major institutional gifts and gifts-in-kind, clearly describing the valuation and auditing methods used;
- Adherence to own practices regarding donations received through third parties.

10. Professional Management

We commit to effective, ethical management and continuous improvement in the quality of our work. This will require:

- A clear strategy and effective monitoring, evaluation and learning procedures being in place for our boards, staff, programmes and projects, to constantly ensure we reflect and improve the quality of our work on the basis of mutual accountability;
- Following principles of best practice in financial management to ensure all funds are effectively allocated to achieve strategic objectives;
- Minimising the risk of funds being misused;
- Investing in human resource development to enable staff and volunteers to do their best in advancing our mission;
- Human resource policies which conform with relevant standards and are in accordance with the values of our organisations in terms of employee and volunteer rights and health and safety at work;
- Regular performance appraisals of all staff;
- Remuneration and benefits that strike a balance between public expectations of not-for-profit organisations and the need to attract and retain the staff required to fulfil our mission;
- Policies and processes which ensure respect for sexual integrity in all our programmes and activities, and prohibit gender harassment, sexual exploitation and discrimination.