

- W. G. S. in society*
- ✓ Making it obligatory on the members of the Executive Committee and General Assembly to pass annual budgets, appointing an independent auditor and maintaining regular audit reports;
 - ✓ Ensuring that the General Assembly and members of the Executive Committee board of directors have a good grasp of institutional matters, that it puts together policies for the organization at all levels and accepts its governance responsibilities;
 - ✓ Making sure that the general members are acquainted with the programmes being undertaken as well as accounting and governing methods;
 - ✓ Promoting workforce diversity while balancing the delivery of quality outputs;
 - ✓ Critically reviewing institutional culture and operational methods to promote a greater sense of responsibility, innovativeness, inclusiveness and respect for diversity including workforce diversity;
 - ✓ Putting in black and white all policies related to the core staff, program staff and volunteers and bring them in conformity with relevant national legislation to protect the rights of all those associated with the institution;
 - ✓ Taking on appropriate procedures to ensure institutional discipline and effective settlement of differences that may arise among those working for the institution;
 - ✓ Providing for transparent hiring and firing rules and putting them in writing;
 - ✓ Formulating policies for professional enhancement of volunteers, program staff and core staff;
 - ✓ Devising equitable and impartial methods to assess staff capabilities, experience education and sense of responsibility;
 - ✓ Adopting policies that facilitate higher levels of communication and sharing of ideas among those working for the institution at different levels.

Instructional and Financial Resources:

- ✓ Adopting government accredited accounting and auditing procedures including vouchers and verification system;
- ✓ Maintaining accounts in such a way that they are accessible and intelligible to the members of the institution as well as communities;
- ✓ Organizing financial matters on proper lines;
- ✓ Appointing trained people to look after financial matters;
- ✓ Having a system of getting approval of program coordinator, executive director and executive board for expenditure less than Rs. 100,000, Rs. 500,000 and more than 500,000 respectively;
- ✓ Adopting a precise policy guideline for the employee loans and benefits; putting the policy in written;
- ✓ Adopting cost-effective ways of purchasing goods and hiring services and preventing such decisions to be influenced by personal interest;
- ✓ Taking firm and open action against the organization members found guilty of theft or misappropriation;
- ✓ Seeking to harness diverse sources of funding rather than relying on a single source;
- ✓ Cutting institutional costs down to the minimum possible level;

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- ☒ Utilizing funds for the purposes they have been obtained for;
 - ☒ Framing such principles at the institutional level that allow for appropriate utilization of institutional assets;
 - ☒ Ensuring proper supervision of staff functioning and timing;
 - ☒ Reviewing program costs from time to time and allocating resources accordingly.

Policy Records:

Approved from the Executive Committee Meeting Held on April 22, 2013

First Revision by the Executive Committee Meeting Held on February 13, 2022