**External Conduct Standard 1: Activities and control of resources policy**

**1. Purpose**

The purpose of this policy is to help board members of **Project Juan** to manage reasonable steps to ensure its activities outside Australia are consistent with its purpose and character as a not-for-profit, maintain reasonable internal control procedures to ensure that funds, equipment, supplies and other resources are used outside Australia in a way that is consistent with the charity’s not-for-profit purpose and character, and take reasonable steps to ensure that funds, equipment, supplies and other resources provided to third parties outside Australia (or within Australia for use outside Australia) are applied in accordance with the charity’s not-for-profit purpose and character, and with reasonable controls and risk management processes in place.

**2. Objective**

The **Project Juan board and committee members** aims to ensure the rules and regulations of External Conduct Standard 1 are adhered toand are in compliance with Australian laws in the following areas while operating overseas - money laundering, financing of terrorism, sexual offences against children, slavery and slavery-like conditions, trafficking in individuals and debt bondage, people smuggling, international sanctions, taxation, and bribery.

**3. Scope**

This policy applies to the board members of **Project Juan** and to all volunteers, engaged third parties and all people who engage in any activities in conjunction with Project Juan.

**4. Definition of Activities and control of resources**

Activities and control of resources refers to how **Project Juan** will manage reasonable steps to ensure its activities outside Australia while remaining consistent with its purpose and character as a not-for-profit and following Australian law. Project Juan will consider the reasonable steps that a charity must take, and the reasonable procedures that need to be maintained depending on the particular circumstances and the associated risks involved.

**5. Policy**

This policy has been developed to address External Conduct Standard 1: Activities and control of resources of **Project Juan**

**Project Juan** will manage Activities and control of resources by ensuring the following:

* **Ensure all overseas activities and funding requests are properly approved.** 
  + Project Juan will keep all financial records documented by our financial officer.
  + Any decisions which require financial or monetary requests must be agreed to on by majority vote of the board prior to funding being released. Record keeping of this decision must also be in writing.
  + All records of finance to be kept and managed by the financial officer and accessible for the board to view in a shared folder.
* **Make sure the charity's funds and projects are approved by more than a single person.**
  + Any decisions which require financial or monetary requests must be agreed to on by majority vote of the board prior to funding being released
* **Use secure, monitored services when transferring funds – for example, formal banking systems**
  + Financial offer and Director to only have access to transferring of funds via a secured and monitored banking service.
  + Confirmation of receival will be required from the recipients to confirm receipt of the funds.
  + Receipts of the transferred funds to be saved into a shared folder for the board to view and access
* **Check the reputation and experience of third parties to decide whether they are suitable and whether they share the charity's values**
  + Project Juan board member(s) to internally discuss any third parties wishing to collaborate.
  + A thorough background check on the reputation and experiences of the third parties must be evaluated and ensure they match with our values and our goals
* **Make sure third parties have appropriate management policies and procedures.**
  + Project Juan board member(s) to do thorough background check on the reputation of the third parties and ensure management policies and procedures are in place
* **Have written agreements with third parties that clearly set out the functions and responsibilities of everyone involved.**
  + Ensure if an agreement is struck with a third party, a Memorandum of Understanding (MOU) is completed, signed, and agreed to by Project Juan and the third parties involved
* **Have thorough recruitment procedures for staff and volunteers that include appropriate background checks.**
  + Project Juan board member(s) to complete ado thorough background check on the on any staff or volunteers wishing to participate in any activities of Project Juan
  + A volunteer form must also be completed by any volunteers prior to commencing any activities with Project Juan
* **Monitor overseas projects** 
  + Project Juan will ensure any activities including those undertaken by third parties will have reports on the activity undertaken which will include photos and/or videos as evidence Finance records must also be kept and sent to the Project Juan team for accounting and record keeping purposes.
  + A review of the activities will be discussed at the monthly board meeting
* **Establish procedures to detect wrongdoing** 
  + Project Juan will keep records of transactions and review them to ensure they're accurate and consistent with approved funding levels.
  + Should there be any inconsistencies or any wrongdoings, the Project Juan board will meet to discuss appropriate course of action to be taken
* **Keep a register of the charity’s equipment and monitor its use.** 
  + Should Project Juan have any equipment owned overseas, Project Juan will make sure the equipment is stored securely and with a person of trust
* **Monitor the continued eligibility of the charity’s beneficiaries.**
  + Project Juan will evaluate eligibility the beneficiaries on board meetings and will review accordingly on either a monthly/quarterly/half yearly or annually basis
* **Develop a procedure used when approving all new projects, as well as when conducting** **regular reviews of existing projects, to ensure they are aligned with charitable purpose.**
  + All new or existing project must be discussed, planned, and agreed on by all members of the board. Each project must be evaluated and ensure it aligns with charitable purpose and the values of the charity
* **Make sure the charity has a process that allows people to report suspected wrongdoing without fear, recrimination, or disadvantage**
  + Project Juan is a safe workplace and one which encourages all stakeholders, members, volunteers and third parties to speak up and report and suspected wrongdoing without fear, recrimination or disadvantaged
  + Should a suspected wrongdoing be reported or self reported, it must be advised in private to the Director. Should the Director require any additional consultation by the remaining of the board, professional services or officers of the law, the correct action shall be taken.

**5. Compliance with this policy**

The board is responsible for:

* Understanding the External Conduct Standard 1: Activities and control of resources Policy
* monitoring compliance with this policy, and
* reviewing this policy on an annual basis to ensure that the policy is operating effectively.

Project Juan must ensure that its board members are aware of the ACNC External Conduct Standard 1: Activities and control of resources

**Contacts**

For questions about this policy, contact the board or **Alden Viado** by email on project\_juan@zoho.com