



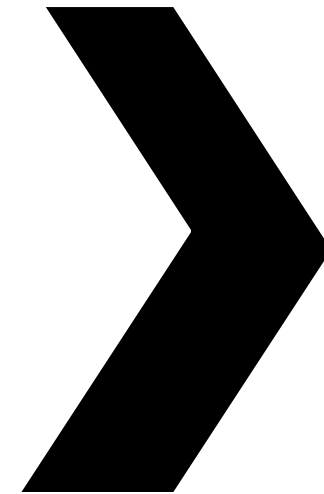
Christ Fountain Solution
Outreach Foundation

2025.



CFSOF ORGANIZATIONAL POLICY

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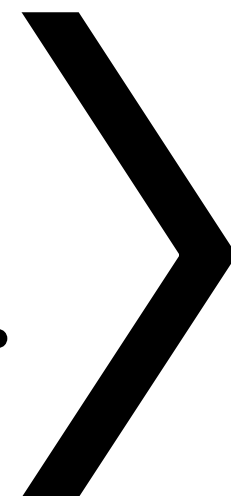
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Christ Fountain Solution
Outreach Foundation

Our Mission

Our organization is dedicated to achieving lasting improvements in the quality of life of orphans, vulnerable children, youths, widows, and mothers in need of prenatal and postnatal care. We adopt a holistic approach that integrates awareness campaigns, education, material support, life skills training, and healthcare services, while also promoting gender inclusion and advocacy.

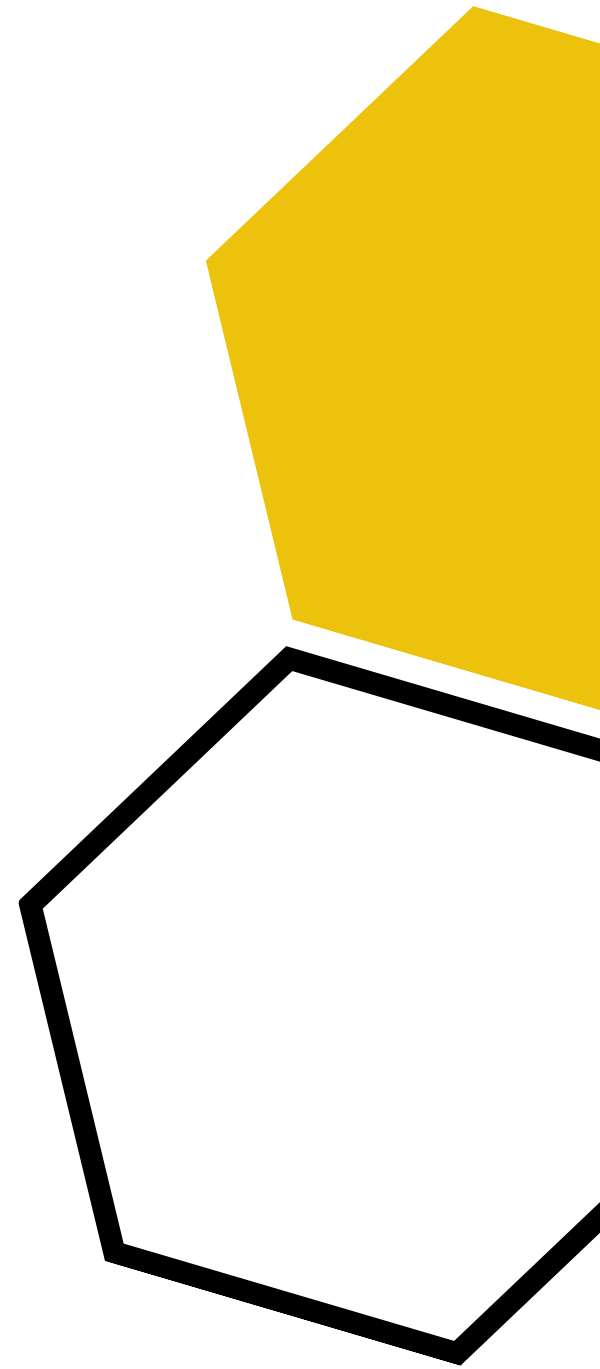
Beyond direct support, we implement social, community, and research programs that foster societal development and expand our outreach at both local, national and international levels.

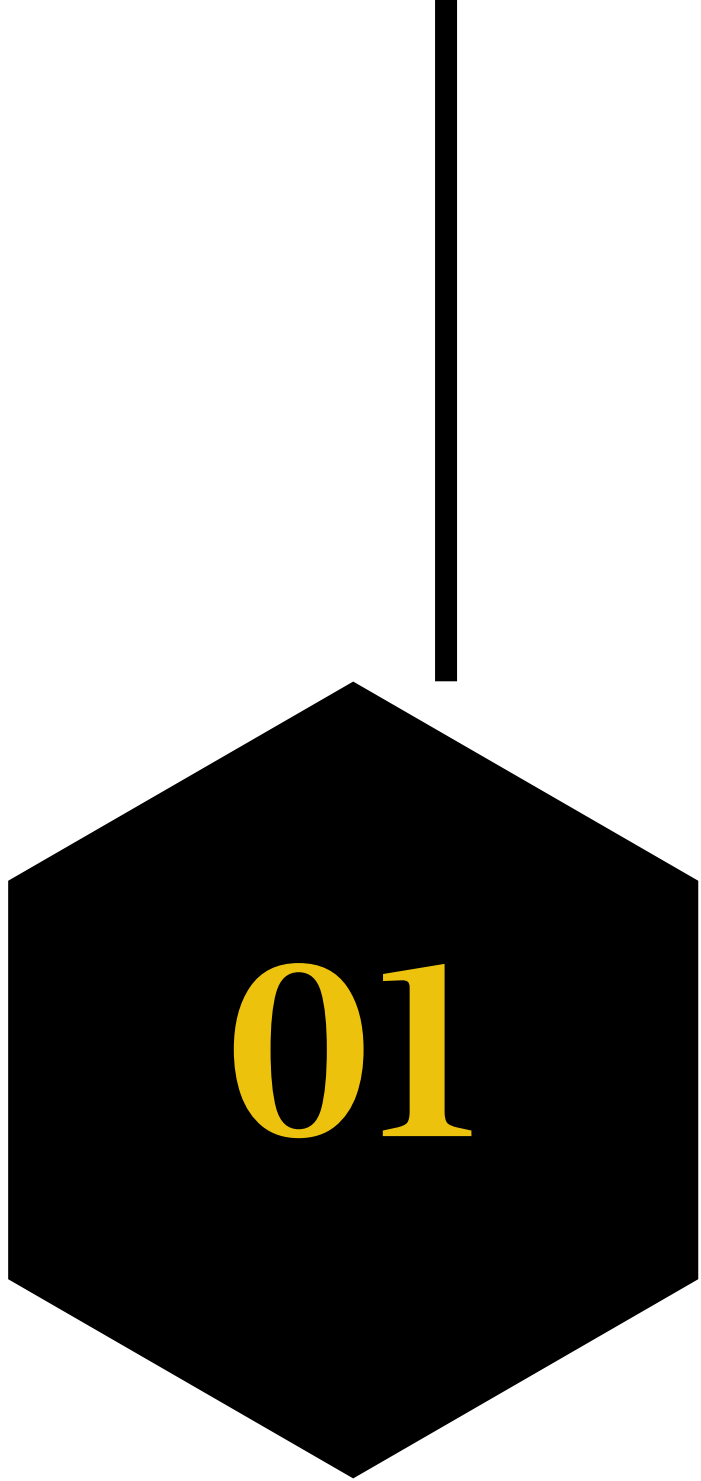
Our Foundation



Christ Fountain Solution Outreach Foundation

Christ Fountain Solution Outreach Foundation (CFSOF) is a registered nonprofit based in Lagos, committed to empowering vulnerable children, youths, and women through education, health support, and livelihood programs. Guided by a dedicated management team and a board-governed legal structure, CFSOF operates with transparency, community focus, and a mission to create lasting social impact across Nigeria and overseas.





01

Governance & Administrative Policies

01. Governance & Administrative Policies

1.1 Board Governance Policy

CFSOF's Board provides strategic leadership, oversight, and accountability. The Board shall:

- Ensure mission alignment and strategic direction.
- Approve annual plans, budgets, and major decisions.
- Oversee executive leadership and organisational performance.
- Meet at least quarterly.
- Maintain conflict-free operations.
- Maintain minutes and formal resolutions.

Board Composition

- Minimum of 5 members.
- Includes Chairperson, Secretary, Treasurer, and two members.
- Members serve 4-year renewable terms.



01. Governance & Administrative Policies

1.2 Organisational Structure Policy

CFSOF has a clear organisational hierarchy to ensure effective service delivery.

Structure:

- Board of Trustees
- Executive Director
- Program Manager
- Finance & Admin Officer
- Monitoring & evaluation Officer
- Field Officers
- Volunteers

Each role includes defined duties, reporting lines, and performance accountability.



1.3 Conflict of Interest Policy

All staff, volunteers, and board members must avoid situations where personal interests conflict with organisational duties.

Key Principles:

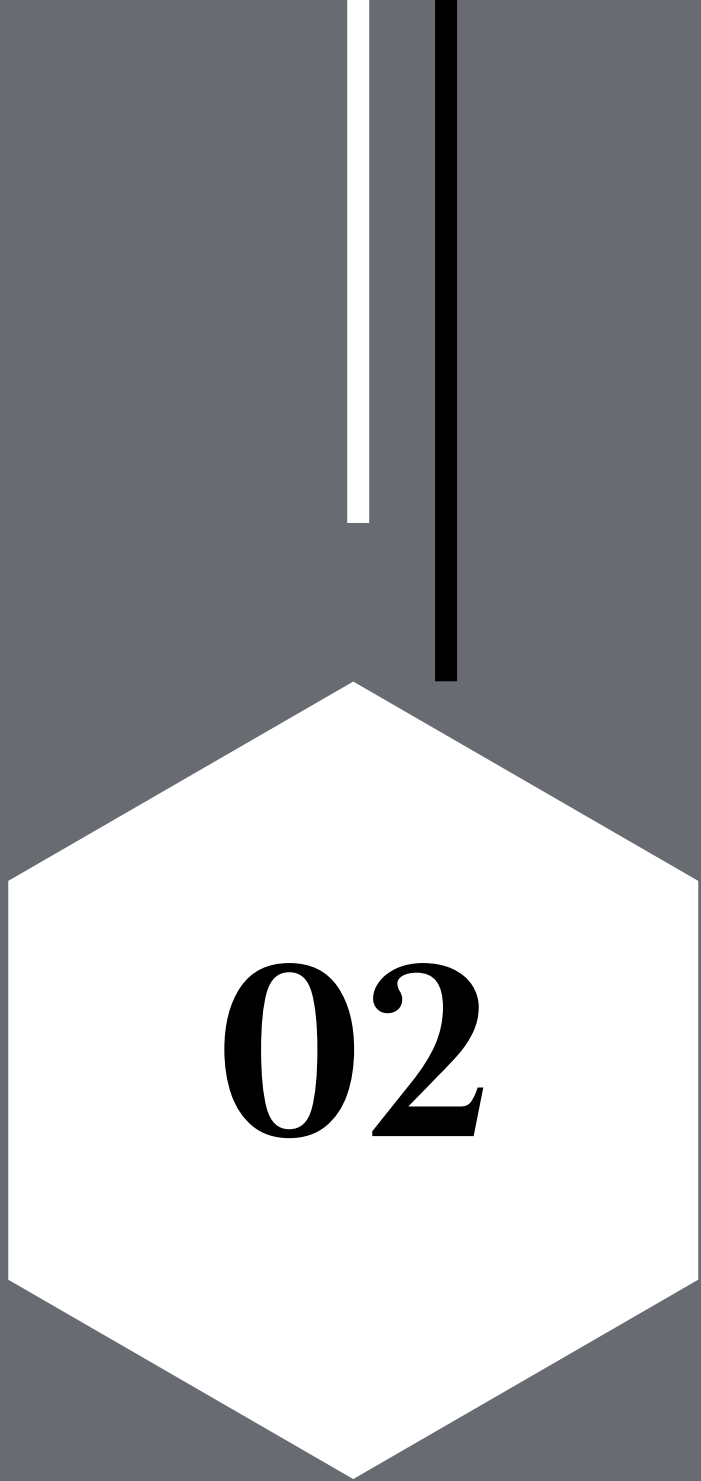
- Mandatory declaration of conflicts.
- Staff cannot receive personal gifts, bribes, or favors.
- Procurement and hiring must remain transparent.
- Any conflict must be disclosed and documented.

Violation may lead to disciplinary action or termination.

1.4 Code of Conduct & Ethics Policy

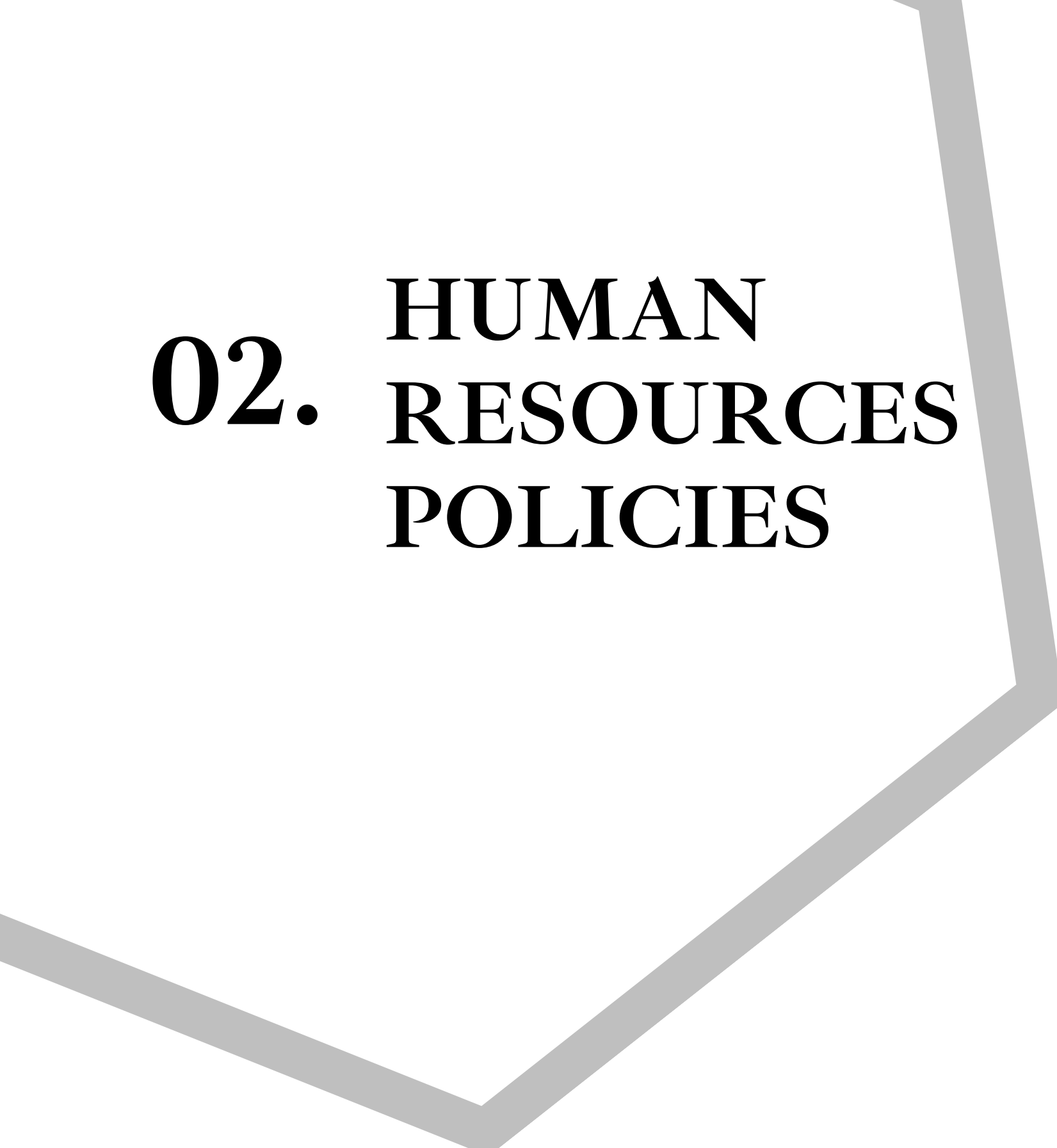
All personnel of CFSOF shall uphold: - Integrity, transparency, and accountability. - Respect for all persons. - Zero tolerance for discrimination, violence, corruption, or abuse. - Professionalism in communication, representation, and behaviour.

Breaches result in corrective measures, including dismissal.

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02

HUMAN RESOURCES POLICIES



02. HUMAN RESOURCES POLICIES

2.1 Human Resources Policy

This policy guides recruitment, employment conditions, staff welfare, and discipline.

Recruitment

- Merit-based and transparent.
- Advertised positions for equal opportunity.

Employment Terms

- Clear job descriptions.
- Probation period: 3 months.
- Leave entitlements: annual, medical, maternity/paternity.

Disciplinary Procedure

- Written warning → Suspension → Termination.

02. HUMAN RESOURCES POLICIES

2.2 Volunteer Management Policy

Volunteers are essential to CFSOF operations.

Volunteer Rights

- Respect, safety, and clarity of duties.

Volunteer Responsibilities

- Abide by CFSOF rules.
- Maintain professionalism.

Engagement Process

- Orientation and training.
- Regular supervision.

2.3 Child Safeguarding & Protection Policy

CFSOF prioritises child safety and wellbeing.

Standards

- Zero tolerance for child abuse, exploitation, or neglect.
- Mandatory reporting of concerns.
- Safe recruitment: background checks for staff working with children.
- Safe programming procedures.

02. HUMAN RESOURCES POLICIES

2.4 Gender & Inclusion Policy

CFSOF commits to equity and non-discrimination.

Guiding Principles

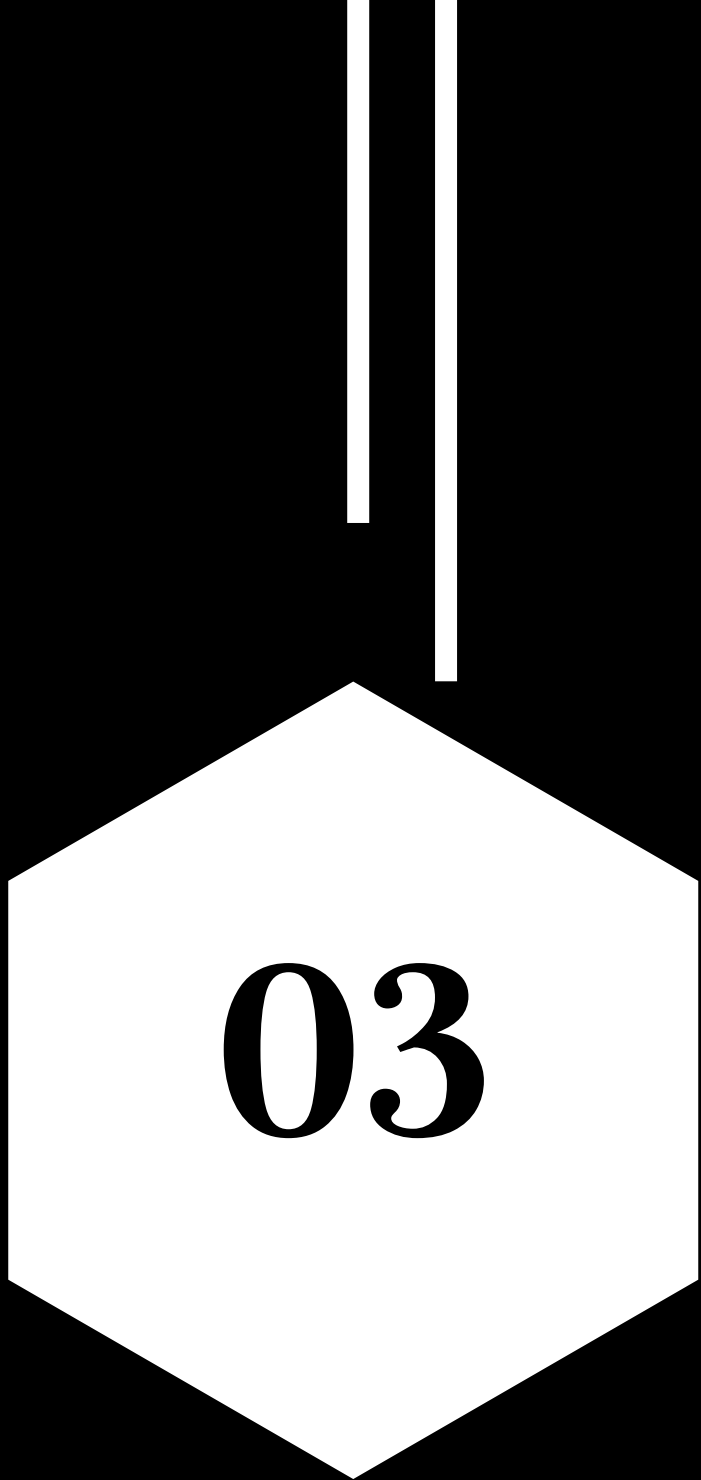
- Equal opportunities regardless of gender, disability, tribe, religion.
- Inclusion of vulnerable groups.
- Gender-sensitive communication and programming.

2.5 Sexual Exploitation, Abuse & Harassment (SEAH) Policy

Zero tolerance for sexual misconduct.

Rules

- No sexual relationships with beneficiaries.
- Mandatory reporting of SEAH incidents.
- Confidential complaint channels.
- Disciplinary actions include dismissal and legal referral.



03

FINANCIAL & ADMINISTRATIVE POLICIES

03. FINANCIAL & ADMINISTRATIVE POLICIES



3.1 Financial Management Policy

Ensures accountability, transparency, and proper financial control.

Rules

- Dual signatory for major payments
- Monthly financial reporting.
- Budget controls and expenditure tracking.
- Secure record-keeping and audits.

3.2 Procurement Policy

Ensures competitive, fair, and transparent purchasing.

Standards

- Three quotations for purchases above threshold.
- Procurement committee approval.
- No supplier conflict of interest.

3.3 Asset Management Policy

- Tagging and inventory of all assets.
- Annual physical verification.
- Maintenance schedule.
- Safe disposal procedures.

03. FINANCIAL & ADMINISTRATIVE POLICIES



3.4 Fraud & Anti-Corruption Policy

CFSOF prohibits fraud, theft, bribery, and corruption.

Measures

- Internal controls.
- Regular audits.
- Confidential reporting.

3.5 Whistleblower Policy

Allows safe reporting of wrongdoing.

Protection

- Whistleblowers remain anonymous.
- No retaliation permitted.

3.6 Audit & Compliance Policy

Ensures external and internal audits.

Standards

- Annual audit by accredited firm.
- Compliance with laws, grants, and donor agreements.



04

PROGRAM IMPLEMENTATION POLICIES

04. PROGRAM IMPLEMENTATION POLICIES

4.1 Monitoring & Evaluation (M&E) Policy

Ensures measurable impact.

Components

- Baseline and endline assessments.
- Data quality checks.
- Monthly reporting.

4.4 Data Collection & Reporting Policy

Assures accuracy and protection of all program data.

4.2 Risk Management Policy

Identifies and mitigates organisational and program risks.

Risk Categories

- Financial
- Operational
- Safety
- Reputational

4.3 Partnership & Sub-Granting Policy

Guides collaboration with external organisations.

Requirements

- Due diligence on partners.
- Clear MoUs.
- Accountability for shared funds.

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05

SAFETY & SECURITY POLICIES

5.1 Health & Safety Policy

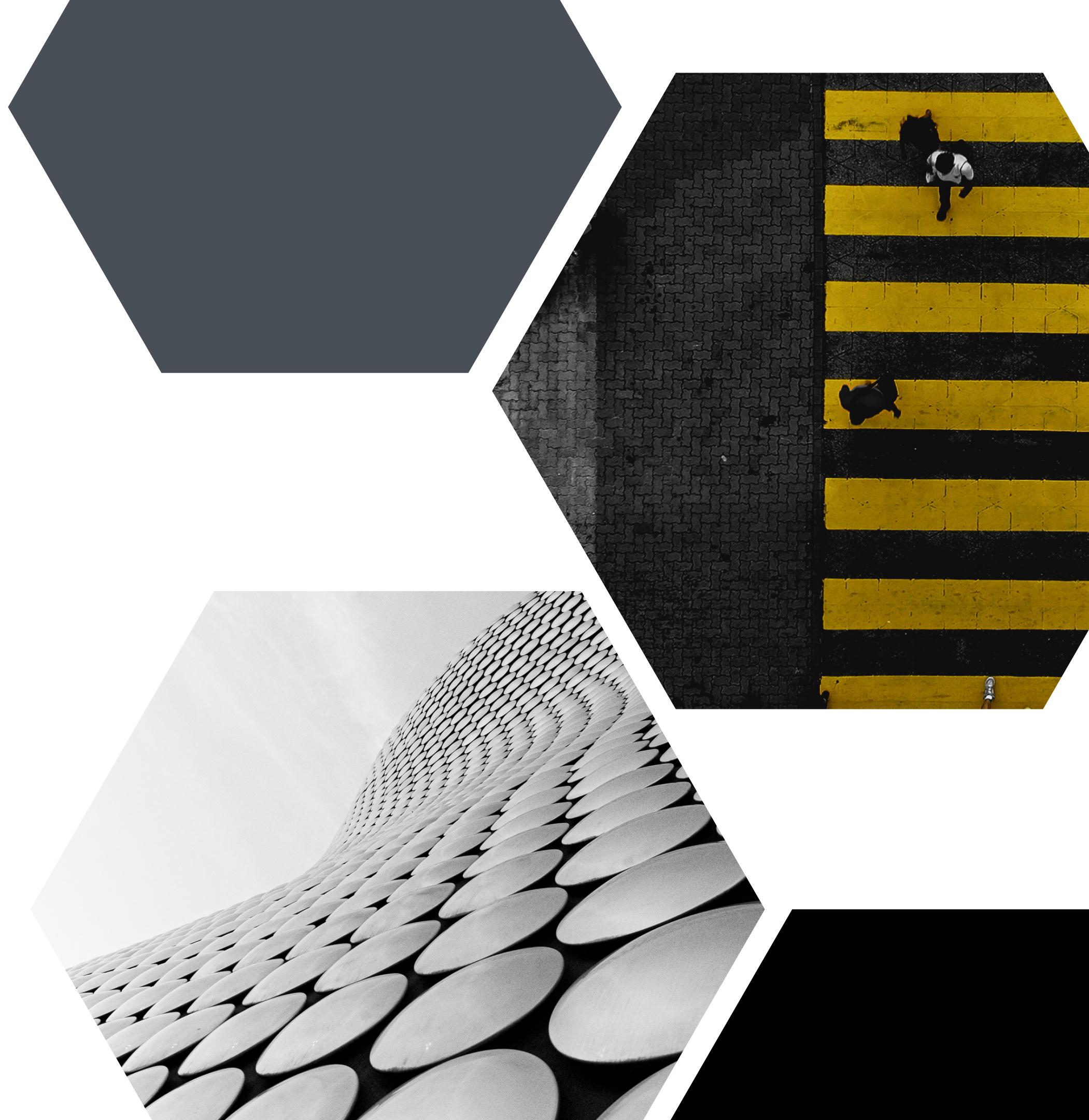
Ensures safe workplace and field operations.

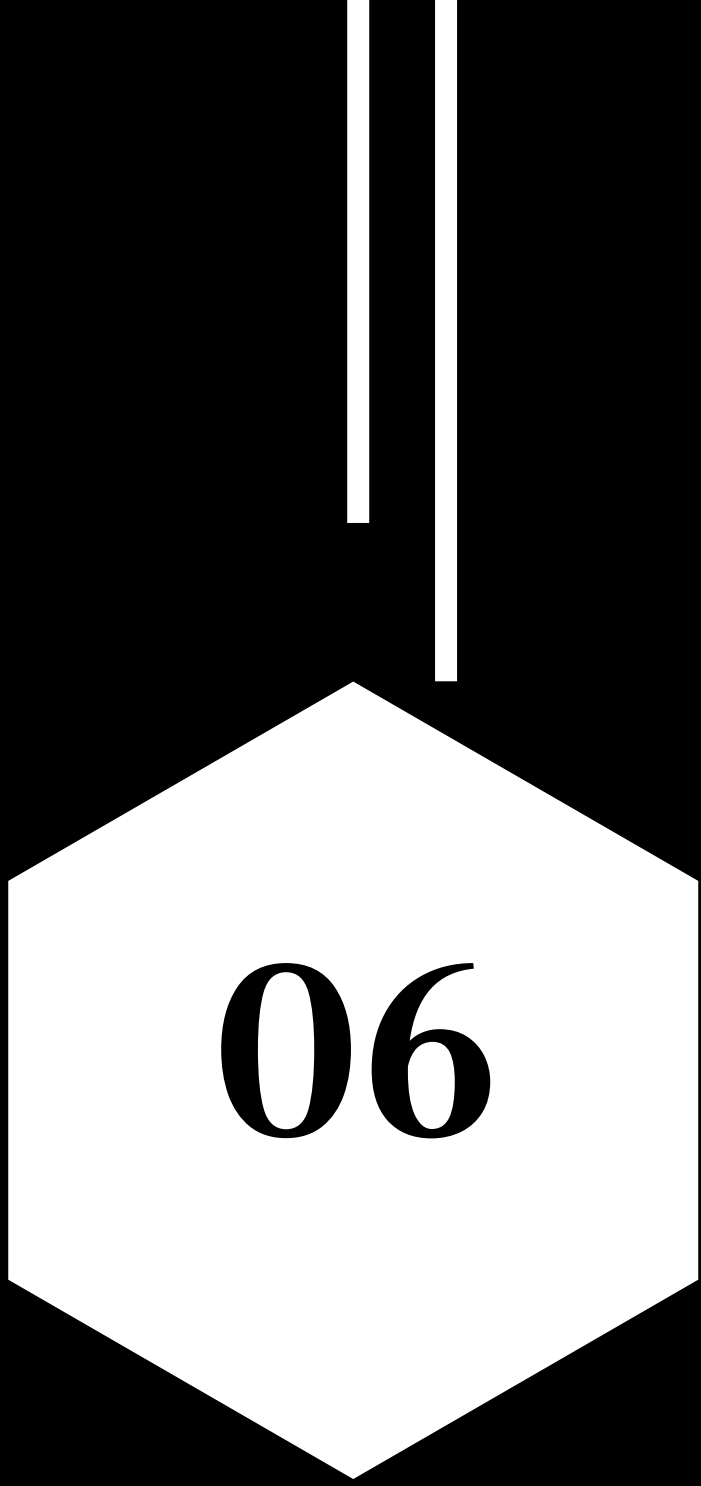
5.2 Data Protection & Privacy Policy

Protects personal data in compliance with NDPR/GDPR.

5.3 IT & Cybersecurity Policy

- Password protection standards.
- System access control.
- Secure backups.





06

OPERATIONAL POLICIES

06. OPERATIONAL POLICIES

6.2 Communications & Branding Policy

- Guidelines for logo use.
- Media approvals.
- Official communication channels.

6.1 Environmental & Sustainability Policy

Promotes eco-friendly practices in all activities.

6.3 Records Management & Archiving Policy

- Secure storage of documents.
- Minimum retention periods.
- Confidential disposal.

THE END



Chriist Fountain Solution
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If you have any questions feel free to
connect with us.

+2347074429259

support@cfsofdnng.org

www.cfsofdnng.org