

2024

HUDHA LANKA- ORGANIZATION POLICY



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HUDHA LANKA ORGANIZATION POLICIES

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Organization Policies and Procedures are the rules and guidelines that govern how a nonprofit organization operates. They are often included in an employee handbook or in a standard operating procedures manual. They cover a wide range of topics, such as hiring and firing practices, financial management, and fundraising. These policies help to ensure that the organization is run efficiently and in accordance with its mission and values.

Whistleblower Policy : is a policy that encourages employees to report suspected wrongdoing within the organization. It protects employees from retaliation for making a report. A whistleblower policy is important for ensuring that the organization is accountable and that employees feel safe reporting problems.

Document Retention Policy : is a policy that outlines how long the organization should keep different types of documents. This policy helps to ensure that the organization complies with legal requirements and that it can access important records when needed.

Non-discrimination Policy : is a policy that prohibits discrimination on the basis of race, colour, religion, sex, national origin, age, disability, or any other protected characteristic. This policy helps to ensure that the organization is welcoming and inclusive to all people. Many funders will ask if an organization has this type of policy.

Conflict of Interest Policy is a policy that prohibits employees or board members from engaging in activities that could create a conflict of interest between their personal interests and the interests of the organization. This policy helps to ensure that the organization is making decisions in the best interests of its mission and its beneficiaries.

Confidentiality Policy is a policy that protects the confidentiality of information that is shared with the organization. This policy helps to ensure that the organization's clients and donors can trust that their information will be kept safe.

THANK YOU