The Required Documents

Good Resource Management Award

Please use this sign (✓) to tick if you have the following documents:

No	Name of the Required Documents	Tick (✓)	Comment?
1	Latest audit reports (financial statement and management letter)	☐	
2	Financial Policy and Procedure	☐	
3	Personnel Policy	☐	
4	Code of Conduct	☐	
5	Sexual Harassment	☐	
6	Child Protection Policy	☐	
7	Gender/Minority Equity Policy	☐	
8	Anti-Corruption Policy	☐	
9	Safe Whistleblowing Policy	☐	
10	Grievance Policy	☐	
11	Sensitive Data Protection Policy	☐	
12	The Form of Staff Contract	☐	
13	The Form of Job Description	☐	
14	The Form of Performance Appraisal and Procedure	☐	
15	The latest updated staff list, management team, board, and donors.	☐	