

Southern Africa Philanthropy Foundation (SAPF)

Policy Statement-Corporate Principles and Ethics

Reviewed -1 March 2025

Next Review Date: 1 March 2026

Responsibility for Policy: SAPF Board and Chief Executive Officer

SAPF is dedicated to maintaining the highest standards of corporate conduct across all its activities, focusing on ethical behaviour, integrity, and quality in its service and relationships—both internally and externally. This commitment is guided by several key principles:

1. Corporate Governance

SAPF aims to uphold the highest standards of corporate governance for its operations through:

- Appointing a strong, independent, and high-quality Board of Directors to oversee the management of the Foundation.
- Ensuring clear and reliable public reporting.
- Upholding the competence and commitment of both the Board of Directors and executive management.
- Effectively monitoring the executive management of the organisation by the Board of Directors.
- Implementing robust risk assessment and control processes.
- Establishing strong internal and external audit processes and reporting functions.

2. Compliance with Regulation

- SAPF is committed, along with its associated companies and ventures, to comply with all rules and regulations that govern its activities.
- The relevant legislation is the Nonprofit Organisations Act, 71 of 1997.

3. Conduct Towards Stakeholders

- SAPF recognises a diverse range of stakeholders interested in its activities and development including Directors, Employees, Donors, Customers, Beneficiaries, and Suppliers.
- All stakeholders will be treated equitably and with respect.
- SAPF will ensure that stakeholders can influence the strategic direction of the Foundation by considering their views on SAPF's activities and priorities.

Board of Directors

Jo-Ann Pohl (Chairperson), Gill Bates, Danni Dixon, Joanne Donald, Luyanda Matlala, Kgomo Mufamadi, Ziaad Suleman

Non-Profit Company (NPC) Registered NPO: 014-831
Registered PBO with 18A Status 930002036

B-BBEE Status: Exempted Micro Enterprise; Level 4 Contributor, Sco Beneficiary Analysis: 91%, 100% SED Recognition

4. Directors and Employees

- Directors and employees are expected to behave appropriately, with courtesy and integrity towards clients and colleagues.
- They must avoid actions that would bring SAPF into disrepute or create the appearance of bias towards any cause or political view.
- Employees should refer to their signed Contract of Employment regarding these expectations.
- SAPF has a responsibility to provide a safe workplace and equal opportunities for promotion and advancement, complying with all relevant legislation.
- Recruitment, compensation, and promotion will be based on ability, performance, and merit. Professional and personal development is encouraged at all levels.

5. Donors, Customers, and Beneficiaries

- SAPF prioritizes the care of its donors, customers, and beneficiaries
- They can expect that their interactions with SAPF will remain confidential, and no information regarding them or their accounts will be used for improper purposes or disclosed without their prior authorization, unless legally required.
- SAPF will not discriminate against any NGO in the provision of services or support based on their objectives, aims, or goals.
- All stakeholders should refer to the Promotion of Access to Information Act No. 2 of 2000, and customers should also refer to the Consumer Protection Act No. 68 of 2000.

6. Suppliers

- Relationships with suppliers will be managed through sound business practices and adherence to agreed terms of business.
- All dealings with suppliers will be governed by formally approved orders, contracts, or other official requisitions. SAPF will always seek good value and service from its suppliers.

7. Competitors

SAPF is committed to engaging fairly with its competitors. Information about competitors will not be obtained through unethical means.

8. Confidentiality

- All SAPF employees and contractors have a duty to handle all SAPF data and information discreetly.
- They must Ensure that they do not jeopardize the rights of employees and others under privacy legislation, such as the Promotion of Access to Information Act No. 2 of 2000.
- Use confidential or sensitive information solely for the performance of their normal duties and for the intended purposes
- Refrain from disclosing any technical, commercial, financial, personal, or other information without prior authorization, especially if doing so could harm SAPF's reputation or commercial interests or benefit an unauthorized party.

9. Gifts and Benefits in Kind

- SAPF does not encourage the giving or receiving of gifts, except for those of nominal value.
- Hospitality offered or accepted should remain modest and should not compromise SAPF's position or lead to accusations
- Employees should prioritize commercial criteria over gifts, favours, or entertainment in serving SAPF's interests.
- All staff must adhere to the current policy regarding the acceptance of gifts and benefits in kind.
- Neither SAPF nor its employees should give or receive any gifts or inducements if doing so could conflict with their duties.
- Furthermore, this must be brought to the attention of the CEO.
- All gifts or hospitality with an estimated value of more than R150 must be entered in the Register maintained for this purpose by CEO's Personal Assistant.

1.Name: Gill Bates

Designation: CEO

Signed: [Signature]

Date: 1st of April 2025.

2. Name: Meena Parbhoo

Designation: Finance Manager

Signed: [Signature]

Date: 1st April 2025