



PROCUREMENT OF RESOURCES POLICY

Version	1
Approved by Board on	18/11/2021
Schedule Review	November 2026

INTRODUCTION

This Policy aims to promote ethical procurement of resources with and from the Cambodian Kids Foundation (CKF) Board, staff, contractors, consultants, volunteers and partners. CKF acknowledges the viability and economical needs of local communities and promotes the utilisation of available local resources. CKF is committed to working collaboratively with community groups and primary stakeholders to promote transparency and integrity in both financial and resource management.

CKF is of the position that sound procurement is based on the following principles:

- Ethical behaviour and fair dealing
- Open and effective competition
- Value for money
- Environmental protection
- Management of risk
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PROCUREMENT GUIDELINES

Procurement below the value of \$5,000 AUD requires at least one written quote. The President of the Board has the delegation to approve procurement up to the value of \$5,000 AUD.

Procurement above the value of \$5,000 AUD requires at least three written quotes. The Board is required to select and approve procurement above the value of \$5,000 AUD.



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No board member, staff or volunteer of CKF has the right to spend money on behalf of CKF unless there are agreed upon terms between the party and Board regarding reimbursement, and the Board has approved of that transaction.

ETHICS AND PROCUREMENT

It is important for the procurement of resources to be dealt with ethically as it promotes:

- Management - to support the concepts of honesty, integrity, fairness and accountability
- Procurement Staff - outline how employees should conduct their procuring activities to ensure that they are carried out in a fair and responsible manner
- Operations Staff - there are direct benefit in purchasing according to the principles of fairness and integrity
- Suppliers - high ethical standards in agencies will assure that they are treated fairly and the confidentiality in commercial dealings will be respected

PROCUREMENT AND RESOURCE MANAGEMENT POLICY

CKF understands that the strategy of value for money in purchasing must not compromise standards of conduct, therefore high ethical standards in behaviour will assist in obtaining value for money.

Ethical behaviour prevents:

- Fraud - the false representation of facts within an intention to deceive or enable some unfair advantage
- Theft - stealing or dishonest behaviour
- Corruption - acceptance of a gift as an inducement or reward
- Conflicts of interest - personal interests conflict with their responsibility to act in the best interests of their duty

Disclosure of Interest

If there is a current or possible conflict of interest this policy places responsibility onto the person with the potential or current conflict of interest to openly disclose it to the Board, whether the interest is ethical, legal, financial or other. Early and open disclosure of any interest allows the board to intervene before a conflict arises.

Gifts and Hospitality

Whilst offers or gifts can be made in good faith and may not be an attempt to undermine impartiality and independence, CFK has a strict non-acceptance of gifts for staff, contractors, consultants, volunteers and partners. It is important to CKF that personnel should not be influenced in their duties by gifts or hospitality. Gifts or services should not be solicited or accepted unless directly for the foundation itself.

Confidentiality of Information

CKF ensures that commercial in confidence information will be kept secure. Commercial information concerning individual contracts or their provisions must not be disclosed without the authority of the President of the Board. CKF understands the importance of safeguarding commercial in confidence information so that it is not realised by others, even inadvertently.

Fair Dealing

It is the policy of CKF that procurement personnel shall be honest, fair and even-handed with suppliers whilst assisting them in understanding CKF's requirements. It is salient for procurement personnel to give suppliers the opportunity to present their bids whilst not misleading or engaging in unfair practices. All procurement bids must be recorded through a price quote or a request for proposal.

Accountability

Documentation trails are essential to demonstrate ethical standards and practices have been executed through the procurement of resources, along with providing clear accountability onto CFK personnel. Records will also serve as an audit trail through including rationale behind procurement or resource decisions. CFK records will include:

- Explanation of the procurement method
- Reasons for the decisions
- Steps taken and approvals obtained
- Notification to unsuccessful tenders



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- Suppliers selected

Review of Financial Performance

CKF employs financial delegations to maintain authenticated proof of completion of work to ensure funds expended are utilised as per project plans and budgets. CKF is committed to transparency and integrity in our financial management. The CKF's treasurer is responsible for day-to-day financial obligations along with sponsorship. CKF contracts an external accountant to manage accounts on a monthly basis, another external registered accountant is enlisted each year to audit the accounts at the end of the financial year. The Board reviews financial statements every two months at the board meetings, and at the end of the financial year, the board approves all annual financial statements and approves the budget for the coming financial year.

Effective use of Resources

CKF appropriates its resources to minimise financial waste in the planning and implementation of procurement activities to maximise its finances for the foundation.

Due Diligence

This Procurement of Resource Policy will apply to all CKF Board members and personnel. CKF undertakes due diligence assessments of members and personnel who may manage funds on behalf of CKF which:

- Assesses the person's capacity to apply funds or resources in accordance with the promise to the donor
- Includes reference to prohibited listings
- Assesses the Board member's capacity to manage and control funds for current future obligations

Control Mechanisms

CKF has a strict policy on financial wrong-doing, especially fraud, corruption, counterterrorism, and money-laundering, which will not be tolerated.

Payment of volunteers

All volunteers who contribute to CKF are unpaid.



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Travel Expenses

All travel of Board members and volunteers is self-funded.