



Compliance with Code of Governance for Charities and IPCs
Governance Evaluation Checklist for Enhanced Tier (1 Jan 2022 – 31 Dec 2022)

| S/No | Code guideline | Code ID | Response (select whichever is applicable) | Explanation (if Code guideline is not complied with) |
|-------------------------|--|------------|---|---|
| Board Governance | | | | |
| 1 | Induction and orientation are provided to incoming board members upon joining the Board. | 1.1.2 | Complied | |
| | Are there board members holding staff appointments? (Skip items 2 and 3 if "No") | | No | |
| 4 | There is a maximum limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman or person on Board responsible for overseeing the finances of the charity). Should the charity not have an appointed Board member, it will be taken that the Chairman oversees the finances. | 1.1.7 | Complied | |
| 5 | All Board members submit themselves for re-nomination and re-appointment, at least once every three years. | 1.1.8 | Complied. Elections are held every two years for all positions | |
| 6 | The Board conducts self-evaluation to assess its performance and effectiveness once during its term or every 3 years, whichever is shorter. | 1.1.1 2 | Complied | |
| | Are there Board member(s) who have served for more than 10 consecutive years. | | Yes | Margaret Thomas, an AWARE founding member, has been on the Board since 2009. She served on the Executive Committee in 2009-2010, and as President from 2018- 2020 and 2020-2022. In April 2022, Margaret stepped down as President and serves on the |

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| | | | | Board as our Immediate Past President in an ex officio capacity. |
| 7 | The charity discloses in its annual report the reasons for retaining Board member(s) who has served for more than 10 consecutive years. | 1.1.13 | Complied Reasons for Margaret's service as Board member beyond 10 years are disclosed in the Annual Report. | |
| 8 | There are documented terms of reference for the Board and each of its Board committees. | 1.2.1 | Complied | |
| Conflict of Interest | | | | |
| 9 | There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board. | 2.1 | Complied | |
| 10 | Board members do not vote or participate in decision-making on matters where they have a conflict of interest. | 2.4 | Complied | |
| Strategic Planning | | | | |
| 11 | The Board periodically reviews and approves the strategic plan for the charity to ensure that the activities are in line with its objectives. | 3.2.2 | Complied | |
| Human Resource and Volunteer Management | | | | |
| 12 | The Board approves documented human resource policies for staff. | 5.1 | Complied | |
| 13 | There is a documented Code of Conduct for Board members, staff and volunteers (where applicable) which is approved by the Board. | 5.3 | Complied | |
| 14 | There are processes for regular supervision, appraisal and professional development of staff. | 5.5 | Complied | |
| | Are there volunteers serving in the charity? | | Yes | |

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| 15 | There are volunteer management policies in place for volunteers. | 5.7 | Complied | |
| Financial Management and Internal Controls | | | | |
| 16 | There is a documented policy to seek Board's approval for any loans, donations, grants, or financial assistance provided by the charity which are not part of its core charitable programmes. | 6.1.1 | Complied | |
| 17 | The Board ensures internal controls for financial matters in key areas are in place with documented procedures. | 6.1.2 | Complied | |
| 18 | The Board ensures reviews on the charity's internal controls, processes, key programmes and events are regularly conducted. | 6.1.3 | Complied. An independent audit on Personal Data Protection and Procurement and Payments was carried out in 2022. | |
| 19 | The Board ensures that there is a process to identify, regularly monitor and review the charity's key risks. | 6.1.4 | Complied | |
| 20 | The Board approves an annual budget for the charity's plans and regularly monitors its expenditure. | 6.2.1 | Complied | |
| | Does the charity invest its reserves, including fixed deposits? | | Yes | |
| 21 | The charity has a documented investment policy approved by the Board. | 6.4.3 | Complied | |
| Fundraising Practices | | | | |
| | Did the charity receive cash donations (solicited or unsolicited) during the year? | | Yes | |
| 22 | All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity. | 7.2.2 | Complied | |
| | Did the charity receive donations in-kind during the year? | | Yes | |

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| 23 | All donations in-kind received are properly recorded and accounted for by the charity. | 7.2.3 | Complied | |
| Disclosure and Transparency | | | | |
| 24 | The charity discloses in its annual report: i) number of Board meetings in the year; and ii) individual Board member's attendance. | 8.2 | Complied | |
| | Are Board members remunerated for their Board services? (Skip items 25 and 26 if "No") | | No | |
| 27 | No staff is involved in setting his or her own remuneration. | 2.2 | Complied | |
| | Does the charity employ paid staff? | | Yes | |
| 28 | <p>The charity discloses in its annual report: i) The total annual remuneration (including any remuneration received in its subsidiaries), for each its three highest paid staff, who each receives remuneration exceeding \$100,000, in bands of \$100,000; and ii) if any of the three highest paid staff also serves on the Board of the charity.</p> <p><u>OR</u></p> <p>The charity discloses that none of its staff receives more than \$100,000 in annual remuneration each.</p> | 8.4 | Complied | |
| 29 | <p>The charity discloses the number of paid staff who are close members of the family of the Executive Head or Board Members, who each receives remuneration exceeding \$50,000 during the year, in bands of \$100,000.</p> <p><u>OR</u></p> <p>The charity discloses that there is no paid staff who are close members of the family of the Executive Head or Board Member, who receives more than \$50,000 during the year.</p> | 8.5 | Complied | |
| Public Image | | | | |
| 30 | The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms. | 9.2 | Complied | |