

FRII Code of Quality

February 2017

A. Cause

	Complies Y/N	Explanation	Information available:	Information/documentation needed
A1. Bylaws	Yes	Latest version 2014	http://savetheorangutan.se/om-oss/arsmote	Bylaws published online
A2. Annual report	Yes	Same as 90-konto	http://savetheorangutan.se/om-oss/arsmote	Annual report + protocol from general annual meeting published online
A3. Remaining assets	Yes	Same as 90-konto	In the bylaws http://savetheorangutan.se/om-oss/styrelse	Bylaws published online

B. Board

	Complies Y/N	Explanation	Information available:	Information/documentation needed
B1. Election	Yes	Election according to bylaws	http://savetheorangutan.se/om-oss/arsmote	Bylaws + protocol from general annual meeting published online
B2. Election committee proposal	Yes	Suggestions and decision	http://savetheorangutan.org/se/Arsmote/StO_SE_arsmote_2016protokol.pdf	Protocol from general annual meeting, published online Note for next year: Copy of protocol from the election committee's meeting, with the names of the suggestions.
B3.	Not needed			

B4. Election committee	Yes	Names and contacts	http://savetheorangutan.se/om-oss/styrelse	Web page with info
B5.	Not needed			
B6. Board members	Yes	Same as 90-konto	http://savetheorangutan.se/om-oss/styrelse	Protocol from general annual meeting, published online. Web page with info.
B7. Board member rules	Yes	Same as 90-konto	http://savetheorangutan.se/om-oss/styrelse	Web page with info
B8. Member qualifications	Yes		http://savetheorangutan.se/om-oss/styrelse	Web page with info
B9. Rules of procedure	Yes		Google Drev\OF_Faelles\Save the Orangutan, Sweden\Organisation\Indsamlingstilladelse\FRII koden\2016\B. Board	Document
B 10.	Not needed			

C. Governance

	Complies Y/N	Explanation	Information available:	Information/documentation needed
C1. Purpose and goals	Yes	Governing document for achieving goals and purpose.	Internally available	Document + protocol
C2. Evaluation of goals	Yes	Follow up and evaluation of goals and results	Internally available	Document + protocol Annual report is a compliment.
C3. Recruitment	Not applicable	GS is employed in Denmark.	Internally available	Document exists but is not needed
C4. Instruction for general secretary	Not applicable	GS is employed in Denmark.	Internally available	Document exists but is not needed
C5. Evaluation of general secretary	Yes	Evaluation will be made 2016	Internally available	Document
C6. Salary general secretary	Not applicable	GS is employed in Denmark.		

D. Internal control

	Complies Y/N	Explanation	Information available:	Information/documentation needed
D1. Sources of finance	Yes	Governing document for financing of operations	Internally available	
D2. Placement of funds	Yes	Governing document for allowed placement of funds	Published online here: http://savetheorangutan.se/om-oss/arsmote	Document published online
D3.	Not needed			
D4. Budget and evaluation		Governing document for evaluation of use of resources and follow up according to result. Evaluation will be made 2016	Internally available	Budget + routine + protocol
D5. Annual evaluation of resources	Yes	Signed annual report	Annual report here: http://savetheorangutan.se/om-oss/arsmote	Protocol of evaluation or signed annual report
D6. Financial accountability	Yes	Same as 90-konto	Annual report here: http://savetheorangutan.se/om-oss/arsmote	Financial report
D7.	Not needed			
D8.	Yes	Governing document	Internally available	Document and inventory

Intermediated funds		for follow up and evaluation of intermediated funds		
D9. Risk analysis	Yes	Identifying potential risks and the consequences. Evaluation will be made 2016.	Internally available Protocol missing	Document + protocol
D10. Irregularities	Yes	Governing document with routines for combating irregularities	Internally available Published online here: http://savetheorangutan.se/om-oss/arsmote	Document published online
D11.	Not needed			
D12. Auditor	Yes	Same as 90-konto		Protocol
D13. Responsibilities and delegation	Yes	Decision-makers and delegation of authority	Internally available	Document
D14. Quality & control	Yes	Governing document for quality and accuracy in financial reporting		Document
D15. Disqualification, challenge	Yes	Governing document for handling of disqualification	Internally available	Document
D16.	Not needed			

D17.	Not needed			
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E. Fundraising

	Complies Y/N	Explanation	Information available:	Information/documentation needed
E1. Fundraising	Yes	Governing document for handling of donations	Published online: http://savetheorangutan.se/om-oss/frii-koden	Document published online
E2. Earmarked donations	Yes	Governing document for handling earmarked donations	Internally available	Document
E3. Subcontractors	Not applicable	We have no subcontractors who collect funds		
E4. Marketing	Yes	Governing document for picture and text in marketing	Internally available	Document

F. Employees and volunteers

	Complies Y/N	Explanation	Information available:	Information/documentation needed
F1. Code of conduct	Yes	Governing document	Published online here: http://assets.savetheorangutan.org/se/CODE%20OF%20CONDUCT.pdf	Document published online.
F2.	Not needed			
F3. Provision based work	Not applicable	We don't have provision based employees	Internally available	Document
F4.	Not needed			

G. Reporting

	Complies Y/N	Explanation	Information available:	Information/documentation needed
G1. Effect report	Yes	At least 6 pages about the results and effect	Published online here:	Report published online:
G2. Annual report	Yes		Published online: http://savetheorangutan.se/om-oss/ekonomi	Annual report on webpage
G3. Substantiated declaration	Yes	Auditor substantiate that the code is done		Document/Report substantiated by auditor
G4. Publication of documents	Yes	A1, B1, C6, D2, D10, E1, F1, G1, G2 published online		Documents published online