

## FRII Quality Code - Save the Orangutan Compliance Report 2018

GOVERNANCE				
A. Objectives	Complies Y/N	Documentation	Document issued	Information available
A1. Bylaws	Yes	Document: Stadgar för föreningen Save the Orangutan	2014	<a href="http://savetheorangutan.se/om-oss/arsmote">http://savetheorangutan.se/om-oss/arsmote</a>
A2. Annual report and protocol from general annual meeting - as in 90-konto	Yes	Document: Årsredovisning för föreningen Save the Orangutan 2017 Document: Protokoll för årsmöte i Save the Orangutan 2018	2018 2018	<a href="http://savetheorangutan.se/om-oss/ekonomi-och-resultat">http://savetheorangutan.se/om-oss/ekonomi-och-resultat</a> <a href="http://savetheorangutan.se/om-oss/arsmote">http://savetheorangutan.se/om-oss/arsmote</a>
A3. Documentation of use of remaining assets - as in 90 konto	Yes	Document: Stadgar för föreningen Save the Orangutan: §10	2014	<a href="http://savetheorangutan.se/om-oss/arsmote">http://savetheorangutan.se/om-oss/arsmote</a>

B. The Board	Complies Y/N	Documentation	Document issued	Information available
<i>The Appointment and Work of the Nominating Committee</i>				
B1. The appointment of the Nominating Committee	Yes	Document: Stadgar för föreningen Save the Orangutan: §6.5	2014	<a href="http://savetheorangutan.se/om-oss/arsmote">http://savetheorangutan.se/om-oss/arsmote</a>
B2. Proposals of the Nominating Committee	Yes	Document: Protokoll för årsmöte i Save the Orangutan 2018	2018	<a href="http://savetheorangutan.se/om-oss/arsmote">http://savetheorangutan.se/om-oss/arsmote</a>
B3. Not applicable to level 1 organisations				
B4. Names and contact information of the Nominating Committee	Yes	Document: Contact Information - Nominating Committee 2018-2019	2018	<a href="http://savetheorangutan.se/om-oss/organisationen">http://savetheorangutan.se/om-oss/organisationen</a> + internally available document
<i>Appointment of the Board</i>				
B5. Election of the Board	Yes	Document: Stadgar för föreningen Save the Orangutan: §7 Document: Protokoll för årsmöte i Save the Orangutan	2014 2018	<a href="http://savetheorangutan.se/om-oss/arsmote">http://savetheorangutan.se/om-oss/arsmote</a>
B6. Not applicable as it is only necessary for foundations				
<i>Requirements for Members</i>				
B7. Number of Board members	Yes	Document: Stadgar för föreningen Save the Orangutan: §7.4 Document: Protokoll för årsmöte i Save the Orangutan	2014 2018	<a href="http://savetheorangutan.se/om-oss/arsmote">http://savetheorangutan.se/om-oss/arsmote</a> <a href="http://savetheorangutan.se/om-oss/arsmote">http://savetheorangutan.se/om-oss/arsmote</a>
B8. Nationality of the Board members	Yes	Document: Contact Information - Board Members 2018	2018	<a href="http://savetheorangutan.se/om-oss/styrelse">http://savetheorangutan.se/om-oss/styrelse</a> + internally available document
B9. Qualification and background of the Board members	Yes	Information regarding the qualification and background of Board members is published online	2018	<a href="http://savetheorangutan.se/om-oss/styrelse">http://savetheorangutan.se/om-oss/styrelse</a>
<i>The Working Practices of the Board</i>				
B10. Rules and Procedures of the Board	Yes	Document: Stadgar för föreningen Save the Orangutan: §7 Document: Rules for Board Work Document: Board member introduction	2014 2014 2015	<a href="http://savetheorangutan.se/om-oss/arsmote">http://savetheorangutan.se/om-oss/arsmote</a> Internally available document Internally available document
B11. Not applicable to level 1 organisations				

C. Governance	Complies Y/N	Documentation	Document issued	Information available
<i>Strategic Management</i>				

C1. Governing Strategy	Yes	Document: Save the Orangutan Sweden Strategy 2018-2020	2018	Internally available documents
C2. The Boards Evaluation of the Organizations Objectives	Yes	Document: Protokoll för årsmöte i Save the Orangutan Document: Minutes of Board Meetings	2018	<a href="http://savetheorangutan.se/om-oss/arsmote">http://savetheorangutan.se/om-oss/arsmote</a> Internally available documents
<i>Senior Executive</i>				
C3. Recruitment of the Senior Executive	N/A	Document: Collaboration Agreement between Save the Orangutan Foundation Denmark and Save the Orangutan Sweden	2018	Internally available document <a href="http://savetheorangutan.se/om-oss/generalsekreterare">http://savetheorangutan.se/om-oss/generalsekreterare</a>
C4. Guidelines for the Senior Executive	Yes	Document: Job description of Executive Director	2016	Internally available document
C5. Evaluation of the Senior Executive	Yes	Document: Evaluation of the Executive Director	2014	Internally available document
C6. Salary for the Senior Executive	N/A	Document: Collaboration Agreement between Save the Orangutan Foundation Denmark and Save the Orangutan Sweden The Secretary General receives no remuneration from Save the Orangutan Sweden.	2018	Internally available document + information published online <a href="http://savetheorangutan.se/om-oss/information-om-arvode-till-generalsekreteraren">http://savetheorangutan.se/om-oss/information-om-arvode-till-generalsekreteraren</a>

D. Internal control	Complies Y/N	Documentation	Document issued	Information available
<i>Funding and Management of Assets</i>				
D1. Sources of Finance	Yes	Document: Ethical Policy for Fundraising, Business Collaboration and Grant Applications	2014	Internally available document
D2. Investment Policy	Yes	Document: Capital investment	2018	<a href="http://savetheorangutan.se/om-oss/frii-koden">http://savetheorangutan.se/om-oss/frii-koden</a> D2: Placering av kapital
D3. Not applicable to level 1 organisations				
<i>Financial Liability</i>				
D4. Documented Procedures for Following Up the Results of the Budget - as in 90 konto	Yes	Document: Responsibility, Delegation and Prevention of Irregularities	2018	Internally available document
D5. Annual evaluation of the use of resources	Yes	Document: Årsredovisning för föreningen Save the Orangutan	2018	<a href="http://savetheorangutan.se/om-oss/ekonomi-och-resultat">http://savetheorangutan.se/om-oss/ekonomi-och-resultat</a>
D6. Financial accountability - as in 90 konto	Yes	Document: Årsredovisning för föreningen Save the Orangutan		<a href="http://savetheorangutan.se/om-oss/ekonomi-och-resultat">http://savetheorangutan.se/om-oss/ekonomi-och-resultat</a>
D7. Not applicable to level 1 organisations				
D8. Intermediated Funds	Yes	Document: Intermediated funding	2018	Internally available document
D9. Auditor - as in 90-konto	Yes	Document: Protokoll för årsmöte i Save the Orangutan Document: Årsredovisning för föreningen Save the Orangutan Document: Revisionsberättelse	2018 2018 2018	<a href="http://savetheorangutan.se/om-oss/arsmote">http://savetheorangutan.se/om-oss/arsmote</a> <a href="http://savetheorangutan.se/om-oss/ekonomi-och-resultat">http://savetheorangutan.se/om-oss/ekonomi-och-resultat</a> <a href="http://savetheorangutan.se/om-oss/ekonomi-och-resultat">http://savetheorangutan.se/om-oss/ekonomi-och-resultat</a>
D10. The Quality and Reliability of the Financial Reporting	Yes	Document: Responsibility, Delegation and Prevention of Irregularities	2018	Internally available document
<i>Risk Management</i>				
D11. Risk analysis	Yes	Document: Form for Risk analysis Document: Risk Management Policy Evaluation of risks has been conducted in relation to the development of the 2020 strategy	2014 2014 2018	Internally available document Internally available document
<i>Preventing Irregularities and Handling Complaints</i>				

D12. Prevention of Irregularities	Yes	Document: Responsibility, Delegation and Prevention of Irregularities	2018	<a href="http://savetheorangutan.se/om-oss/frii-koden">http://savetheorangutan.se/om-oss/frii-koden</a> D12: Motverkan av oegentligheter
D13. Not applicable to level 1 organisations				
D14. Not applicable to level 1 organisations				
<i>Other internal controls</i>				
D15. Responsibility and Delegation of Responsibilities	Yes	Document: Responsibility, Delegation and Prevention of Irregularities	2018	Internally available document
D16. Management of Potential Conflicts of Interest	Yes	Document: Conflict of Interest Policy	2018	Internally available document
D17. Not applicable to level 1 organisations				

E. Fundraising	Complies Y/N	Documentation	Document issued	Information available
E1. Fundraising Policy	Yes	Document: Fundraising Policy Document: Sekretesspolicy	2018 2018	<a href="http://savetheorangutan.se/om-oss/frii-koden">http://savetheorangutan.se/om-oss/frii-koden</a> <a href="http://savetheorangutan.se/om-oss/cookie-och-sekretesspolicy">http://savetheorangutan.se/om-oss/cookie-och-sekretesspolicy</a> E1. Fundraising Policy, E1. Sekretess Policy
E2. Management of Dedicated Gifts	Yes	Document: Earmarked Money and the Accounting Thereof	2014	Internally available document
E3. Subcontractors	N/A	Save the Orangutan does not use subcontractor to collect funds		
E4. Marketing Policy	Yes	Document: Guideline for tone and voice in communication and fundraising	2016	Internally available document

F. Employees and volunteers	Complies Y/N	Documentation	Document issued	Information available
F1. Code of Conduct	Yes	Document: Code of conduct for Save the Orangutan	2018	<a href="http://savetheorangutan.se/om-oss/frii-koden">http://savetheorangutan.se/om-oss/frii-koden</a> F1: Uppförandekod
F2. Not applicable to level 1 organisations				
F3. Commission Paid Employees	N/A	Save The Orangutan does not have any commission based employees		
F4. Volunteers	N/A	Save The Orangutan does not have any volunteers		

G. Reporting	Complies Y/N	Documentation	Document issued	Information available
G1. Impact Report	Yes	Documentation: Effektrapport 2017	2018	<a href="http://savetheorangutan.se/om-oss/frii-koden">http://savetheorangutan.se/om-oss/frii-koden</a> G1: Effektrapport
G2. Annual report	Yes	Document: Årsredovisning för föreningen Save the Orangutan	2018	<a href="http://savetheorangutan.se/om-oss/frii-koden">http://savetheorangutan.se/om-oss/frii-koden</a> G2: Årsredovisning <a href="http://savetheorangutan.se/om-oss/arsmote">http://savetheorangutan.se/om-oss/arsmote</a>
G3. Certified Assurance and Auditors Report	Yes	Documentation: Save the Orangutans redogörelse för efterlevnad av FRII:s kvalitetskod Documentation: Oberoende revisors bestyrkanderapport avseende efterlevnad av FRIIs kvalitetskod	2018 2018	<a href="http://savetheorangutan.se/om-oss/frii-koden">http://savetheorangutan.se/om-oss/frii-koden</a> <a href="http://savetheorangutan.se/om-oss/frii-koden">http://savetheorangutan.se/om-oss/frii-koden</a>