



UFUK ASSOCIATION FOR RELIEF AND DEVELOPMENT

General Administration Policy



The General Administration Policy establishes the overarching principles and framework that guide the administrative management of **UFUK Association for Relief and Development** (hereinafter referred to as the “Association”).

The purpose of this policy is to ensure that all administrative functions operate in a **coordinated, efficient, transparent, and accountable** manner that supports the organization’s humanitarian and development mandate.

This policy applies to:

- All offices, departments, and administrative units of the Association,
- All employees, volunteers, consultants, and field teams,
- All administrative systems including office management, documentation, communication, logistics, and compliance.

2. Administrative Governance and Leadership

a. Board of Directors

The Board provides strategic oversight, approves organizational policies, and ensures legal compliance and accountability.

b. Executive Management

The Executive Director and senior management team ensure:

- Implementation of policies,
- Operational coordination across departments,
- Effective resource management,
- Compliance with legal, donor, and organizational requirements.

c. Department Heads

Responsible for supervising administrative processes within their units and ensuring adherence to this policy.

3. Principles of General Administration

UFUK’s administrative system is guided by the following core principles:

a. Efficiency

Administrative processes should support rapid, organized, and effective operational delivery.

Documentation, decision-making, and administrative actions must be clear, auditable, and accessible to authorized staff.

c. Accountability

All personnel are responsible for proper use of organizational resources, compliance with procedures, and accurate documentation.

d. Integrity and Ethics

Administrative decisions should always uphold organizational values and ethical standards.

e. Consistency

All administrative operations must follow unified standards and policies across all UFUK offices and programs.

4. Office and Operations Management

- Offices must maintain a professional, safe, and organized work environment.
- Administrative staff ensure proper functioning of utilities, communication systems, and equipment.
- Inventories of office assets (computers, equipment, furniture, devices) must be updated regularly.
- Workspaces, meeting rooms, and storage areas should be used efficiently and respectfully.
- Visitors, partners, and stakeholders must be managed through proper registration and access protocols.

5. Documentation and Records Management

- All administrative documents (contracts, correspondence, reports, HR files, financial files) must be stored securely.
- Digital and physical documents must be properly labeled, archived, and protected.
- Sensitive information must follow **confidentiality and data protection standards**.
- Records retention follows a minimum **7-year** standard unless donor or legal requirements specify otherwise.

6. Communication and Coordination

- Internal communication must be professional, timely, and clear.
- Departments must coordinate decisions and share relevant updates to avoid duplication or miscommunication.



- Official communication with external entities must be approved by authorized staff.
- Use of official email accounts, branded templates, and communication guidelines is mandatory.

7. Logistics, Supplies, and Asset Management

- All logistical activities (transport, warehousing, procurement support) must follow organizational procedures.
- Supplies and equipment must be used responsibly and for official purposes only.
- Asset registers must be maintained and regularly updated.
- Loss, damage, or misuse of assets must be reported immediately and investigated.

8. Travel and Field Administration

- All staff must follow travel authorization procedures before any domestic or international mission.
- Safety briefings are mandatory for field assignments, especially in high-risk contexts.
- Travel costs must align with financial policies and require proper documentation.
- Incident reporting procedures must be followed during field operations.

9. Compliance and Legal Administration

- The Association adheres to all applicable national laws, regulations, and international standards.
- All licenses, permits, registrations, and legal documents must be kept up to date.
- Contracts must be reviewed by authorized management and stored securely.
- Administrative risk management is integrated with the organizational risk framework.

10. Administrative Responsibilities of Staff

All staff are expected to:

- Follow administrative policies and procedures,
- Maintain professionalism in interactions,
- Respect and protect organizational property,
- Ensure accuracy in documentation and reporting,
- Use office resources responsibly and ethically.

11. Monitoring and Continuous Improvement

- Administrative performance is monitored regularly through reports, audits, and evaluations.
- Feedback from staff is encouraged to improve administrative efficiency.
- Lessons learned are incorporated into administrative policies and systems.

12. Review and Updating of Policy

This General Administration Policy shall be reviewed **annually** by management and approved by the Board of Directors. Updates may be made based on operational needs, legal changes, donor requirements, or organizational growth.

Sincerely,

The Board of Directors and Legal Team of UFUK Association for Relief and Development

For detailed questions, please contact,

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