CHIYUBUNUZYO ARTS & CULTURE ASSOCIATION (CACA)

Policies & Governance Framework

Consolidated organisational policy register and governance framework

1. Purpose of the Framework

CACA is committed to responsible, transparent, ethical and accountable governance. This framework brings together the organisation’s principal policies and governance commitments and provides a common reference for Board members, management, staff, volunteers, cultural practitioners, community groups, partners and other stakeholders.

The policies guide organisational decisions and programme implementation, protect people and resources, strengthen accountability, promote inclusion and support responsible stewardship of cultural, financial and community resources.

2. Governance Principles

- Accountability — decisions and use of resources should be responsible, documented and open to appropriate scrutiny.
- Integrity — CACA promotes honesty, ethical conduct and responsible representation.
- Participation — communities and cultural groups should have meaningful opportunities to contribute.
- Inclusion and dignity — CACA promotes non-discrimination and meaningful participation.
- Safeguarding — the safety, dignity and wellbeing of participants are fundamental.
- Transparency — appropriate information should be communicated clearly, subject to privacy requirements.
- Continuous learning — monitoring, evaluation, feedback and reflection inform improvement.

3. Policy Register

No.	Policy	Purpose
1	Board Governance Policy	Oversight, leadership, accountability, decision-making and governance responsibilities.
2	Code of Ethics	Integrity, professionalism, respect, responsible conduct and ethical decision-making.
3	Groups & Community Participation Policy	Recognition, participation, responsibilities, conduct and accountability of cultural and community groups.
4	Safeguarding Policy	Safe, respectful environments and protection of programme participants.
5	Child Protection Policy	Protection of children from abuse, exploitation, neglect and inappropriate conduct.
6	Gender & Inclusion Policy	Equality, dignity, non-discrimination and meaningful participation.
7	Disability Inclusion Policy	Accessibility, inclusion and participation of persons with disabilities.
8	Financial Management Policy	Budgeting, financial accountability, record keeping, approvals and stewardship.
9	Procurement Policy	Fair, transparent and accountable purchasing and supplier selection.
10	Conflict of Interest Policy	Identification, declaration and management of conflicts of interest.

No.	Policy	Purpose
11	Anti-Fraud & Anti-Corruption Policy	Prevention and response to fraud, bribery, corruption and misuse of resources.
12	Data Protection & Privacy Policy	Responsible collection, use, storage, sharing and protection of personal information.
13	IT & Cybersecurity Policy	Secure and responsible use of digital systems, devices, accounts and information.
14	Environmental & Sustainability Policy	Environmentally responsible practices and sustainability in programmes and operations.
15	Complaints & Feedback Policy	Accessible mechanisms for concerns, feedback and fair responses.
16	MEAL Policy	Monitoring, evaluation, accountability and learning for programme quality and improvement.

4. Implementation & Responsibility

CACA’s governance bodies and responsible personnel are expected to apply these policies proportionately to their roles. Policies should be communicated to relevant personnel and community participants where applicable, with supporting procedures, forms or records developed where needed.

Concerns, complaints, safeguarding matters, financial irregularities and conflicts of interest should be handled through the applicable policy and escalated appropriately.

5. Policy Review & Continuous Improvement

CACA will review its policies periodically and when significant organisational, programme, legal, regulatory or community changes make a review appropriate. Lessons from implementation, monitoring, evaluation, complaints, feedback and stakeholder engagement may be used to strengthen the policy framework.

6. Governance Commitment

CACA recognises that policies are practical tools for protecting people, guiding responsible decisions, managing resources and strengthening trust. The organisation is committed to ethical practice, community participation, cultural respect, accountability and sustainable impact.

Document status: Organisational Policies & Governance Framework
Policy register: 16 policies
Review principle: Periodic review and updating as appropriate

Note: This attachment is a consolidated policy framework and policy register. Individual policies may be maintained as separate approved organisational documents, with detailed procedures and implementation guidance where required.