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## Our Policies in Place that Guides us

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Volunteers, members, and board members of Lighthouse CommuniCare Indigenous Corporation (LCIC) have experienced in managing a range of projects, from short-term technical consultancies to long-term project implementation for a variety of stakeholders.

With our combine experiences of 15 years developing, managing and implementing community programs in the areas Health Education, Care & Counselling, Life skills and Social Enterprises, we ensure the effective management and oversight of our programs and performance of our projects guided by the following policies currently in place :

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### Finance Management & Procedures Manual

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LCIC envisions that funds raised or donated for community services, implementing projects and programs are to be accounted for to the very last cents. In that sense, LCIC has the following sections in its policy entailing areas where it must be accounted for and be transparent. The Finance Management & Procedures Manual contains the following.

- Introduction
- Delegated Authority
- Chart of Account
- Program Activities / Expenditure
- Travelling Allowance
- Fixed Assets
- Petty Cash
- MYOB Procedures
- Payroll Reports
- Month-End / Year End Accounting Process
- Other Reporting Requirements
- Forms and Checklists

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### Conflict of Interest Policy

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Our LCIC **Conflict of Interest Policy** refers to any case where anyone representing LCIC's personal interest might contradict the interest LCIC as an organisation serving the People in the community. This is an unwanted circumstance as it may have heavy implications on anyone representing LCIC's judgement and commitment to the organisation, and by extension to the realization of its goals.

Our Policy outlines the rules regarding conflict of interest and the responsibilities of anyone representing LCIC and the LCIC in resolving any such discrepancies.

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## Child Protection Policy

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LCIC is committed to protecting children from harm. We are aware of the need to make explicit and visible our determination that our programs and activities will promote a safe and secure environment for all children and young people with whom we come into contact. Through our work we frequently identify children and young people who are affected by all forms of child abuse, exploitation, and discrimination. These modalities prohibit children from exercising their freedom and rights to realize their full potential as human beings.

LCIC understands that children are one of the most vulnerable populations in society and through our organizations vision, mission and core values we aim to protect children from all forms of abuse. LCIC Child Protection Policy acknowledges our responsibility to uphold a duty of care for our children and young people, and we recognize the rights of each and every child, regardless of gender, religion or ethnicity.

Our Policy document sets out LCIC Child Protection Policy and Procedures. It is for all members, employees, volunteers, board members and contractors and it is also available to all our partners. The Child Protection Policy will protect not only the children and young people with whom we come into contact, but also our employees and volunteers by reducing their vulnerability.