

# ULTIMATE FIGHTING LEAGUE – SIERRA LEONE (UFL-SL)

## OUR POLICY MANUAL

**Prepared For:** Ultimate Fighting League – Sierra Leone (UFL-SL)

**Organization Type:** Nonprofit Sports-for-Development and Youth Empowerment Organization

**Effective Date:** May 22, 2026

**Review Cycle:** Every Two Years or As Required by Law and Donor Compliance Requirements

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# **1. INTRODUCTION AND ORGANIZATIONAL COMMITMENT**

Ultimate Fighting League – Sierra Leone (UFL-SL) is a nonprofit sports-for-development organization committed to transforming the lives of vulnerable youths through sports, mentorship, rehabilitation, life skills development, and community empowerment initiatives.

UFL-SL recognizes that strong governance, ethical conduct, accountability, safeguarding, and transparency are essential for protecting beneficiaries, staff, volunteers, partners, donors, and the reputation of the organization.

This Policy Manual establishes the standards, procedures, and responsibilities that guide all operations, programs, partnerships, and activities undertaken by UFL-SL.

All staff members, volunteers, consultants, board members, athletes, contractors, and partners are required to comply with this manual.

## **2. MISSION, VISION, AND CORE VALUES**

### **Mission**

To empower vulnerable youths and communities through sports, rehabilitation, mentorship, education, and life skills programs that promote healthy lifestyles, social inclusion, peacebuilding, and sustainable development.

### **Vision**

A society where every young person is free from drug addiction, violence, and social exclusion and has the opportunity to become a responsible, healthy, and productive member of society.

### **Core Values**

#### **Integrity**

We uphold honesty, accountability, and transparency in all our actions.

#### **Respect**

We respect the dignity, rights, and diversity of all individuals.

#### **Inclusion**

We promote equal opportunities regardless of gender, ethnicity, disability, religion, or social background.

## **Empowerment**

We believe in equipping young people with opportunities and skills for self-reliance.

## **Excellence**

We strive for professionalism, innovation, and quality service delivery.

## **Safeguarding**

We prioritize the safety and well-being of children and vulnerable individuals.

# **3. GOVERNANCE STRUCTURE**

UFL-SL shall operate under a governance structure composed of:

- Board of Directors
- Executive Management Team
- Program Management Units
- Advisory Committees
- Volunteers and Community Representatives

## **Responsibilities of the Board**

The Board of Directors shall:

- Provide strategic oversight
- Approve organizational policies
- Ensure legal and regulatory compliance
- Oversee financial accountability
- Protect organizational assets
- Ensure donor compliance
- Support fundraising and partnerships

## **Responsibilities of Management**

Management shall:

- Implement policies and procedures
- Supervise staff and programs
- Maintain operational accountability

- Prepare organizational reports
- Ensure safeguarding compliance
- Manage finances and resources responsibly

## **4. CODE OF CONDUCT AND ETHICS POLICY**

### **Purpose**

This policy establishes the ethical and professional standards expected of all individuals associated with UFL-SL.

### **Standards of Conduct**

All representatives of UFL-SL shall:

- Act honestly and professionally
- Respect beneficiaries and colleagues
- Avoid discrimination and harassment
- Protect confidential information
- Avoid abuse of authority
- Refrain from corruption and bribery
- Promote a drug-free environment
- Use organizational resources responsibly
- Avoid conflicts of interest
- Uphold the reputation of UFL-SL

### **Prohibited Conduct**

The following behaviors are strictly prohibited:

- Sexual exploitation or abuse
- Physical or emotional abuse
- Theft or fraud
- Drug trafficking or illegal activities
- Harassment and bullying
- Unauthorized use of organizational property
- Discrimination based on gender, disability, religion, ethnicity, or political affiliation

Violations may result in disciplinary action, suspension, termination, or legal action.

# **5. CHILD PROTECTION AND SAFEGUARDING POLICY**

## **Purpose**

UFL-SL is committed to protecting children and vulnerable individuals from abuse, neglect, exploitation, violence, and harm.

## **Scope**

This policy applies to:

- Staff
- Volunteers
- Coaches
- Athletes
- Consultants
- Board members
- Partners
- Contractors

## **Safeguarding Principles**

UFL-SL shall:

- Prioritize the best interests of children
- Promote safe environments
- Respond promptly to safeguarding concerns
- Maintain confidentiality
- Ensure accountability for misconduct

## **Safeguarding Standards**

All personnel must:

- Avoid inappropriate physical contact
- Avoid being alone with minors in isolated settings
- Obtain consent before photography or media use
- Report suspected abuse immediately
- Respect cultural and gender sensitivities

## **Reporting Procedures**

Safeguarding concerns must be reported immediately to:

- Safeguarding Officer
- Executive Director
- Relevant authorities where required

Failure to report abuse may result in disciplinary action.

## **6. ANTI-FRAUD AND ANTI-CORRUPTION POLICY**

### **Purpose**

UFL-SL maintains zero tolerance for fraud, bribery, theft, corruption, or misuse of organizational resources.

### **Fraud Includes**

- Theft of funds or assets
- Falsification of records
- Procurement manipulation
- Payroll fraud
- Misuse of donor funds
- Bribery or kickbacks

### **Prevention Measures**

UFL-SL shall:

- Maintain internal financial controls
- Separate financial duties
- Conduct periodic audits
- Require procurement approvals
- Maintain accurate records

### **Reporting Fraud**

Any suspected fraud must be reported immediately.

Reports may be submitted confidentially through designated reporting channels.

# **7. CONFLICT OF INTEREST POLICY**

## **Purpose**

This policy prevents personal interests from interfering with organizational responsibilities.

## **Disclosure Requirements**

Board members, staff, and consultants must disclose:

- Financial interests
- Family relationships affecting decisions
- External business relationships
- Procurement interests

Individuals with conflicts shall not participate in related decision-making processes.

# **8. FINANCIAL MANAGEMENT AND INTERNAL CONTROL POLICY**

## **Purpose**

This policy ensures proper financial accountability, transparency, and responsible management of organizational resources.

## **Financial Principles**

UFL-SL shall:

- Maintain accurate financial records
- Use funds only for approved purposes
- Comply with donor requirements
- Conduct annual audits
- Prepare regular financial reports

## **Banking Procedures**

- All funds shall be deposited into authorized organizational bank accounts.
- Dual signatories shall be required for withdrawals.
- Cash transactions shall be minimized.

## **Budgeting**

Annual budgets shall:

- Be approved by the Board
- Align with organizational priorities
- Include donor-funded projects separately

## **Financial Reporting**

Monthly and annual financial reports shall be prepared and reviewed.

# **9. PROCUREMENT AND ASSET MANAGEMENT POLICY**

## **Purpose**

This policy ensures fair, transparent, and accountable procurement practices.

## **Procurement Standards**

- Competitive bidding shall be encouraged.
- Procurement decisions shall be documented.
- Conflicts of interest must be avoided.
- Procurement records shall be retained.

## **Asset Management**

UFL-SL shall maintain:

- Asset registers
- Inventory tracking systems
- Maintenance records
- Disposal procedures

# **10. HUMAN RESOURCES POLICY**

## **Equal Employment Opportunity**

UFL-SL promotes equal employment opportunities for all qualified individuals.

## **Recruitment**

Recruitment shall be:

- Transparent
- Merit-based
- Non-discriminatory

## **Employee Rights**

Employees are entitled to:

- Fair treatment
- Safe working conditions
- Respectful workplaces
- Confidential grievance procedures

## **Workplace Harassment**

Harassment of any kind is prohibited.

## **Disciplinary Procedures**

Disciplinary actions may include:

- Verbal warning
- Written warning
- Suspension
- Termination

# **11. VOLUNTEER MANAGEMENT POLICY**

## **Purpose**

Volunteers play a critical role in UFL-SL programs and shall be managed professionally.

## **Volunteer Responsibilities**

Volunteers must:

- Follow organizational policies
- Respect beneficiaries
- Maintain confidentiality
- Report safeguarding concerns

## **Training**

Volunteers shall receive:

- Orientation
- Safeguarding training
- Safety guidance
- Program-specific training

# **12. HEALTH, SAFETY, AND SECURITY POLICY**

## **Purpose**

To protect staff, athletes, volunteers, and participants from injury and harm.

## **Safety Measures**

UFL-SL shall:

- Maintain first aid kits
- Conduct safety assessments
- Ensure safe sporting environments
- Train staff on emergency procedures
- Document incidents and accidents

## **Emergency Response**

Emergency plans shall include:

- Medical referral procedures
- Evacuation procedures
- Emergency contacts
- Incident reporting systems

# **13. ANTI-DRUG AND SUBSTANCE ABUSE POLICY**

## **Purpose**

To maintain a drug-free environment and support rehabilitation and recovery.

## **Prohibited Activities**

The use, possession, sale, or distribution of illegal drugs during organizational activities is prohibited.

## **Rehabilitation Support**

UFL-SL supports rehabilitation through:

- Counseling
- Mentorship
- Referral systems
- Sports engagement
- Skills development

# **14. DATA PROTECTION AND CONFIDENTIALITY POLICY**

## **Purpose**

To protect personal and sensitive information.

## **Data Protection Measures**

UFL-SL shall:

- Restrict unauthorized access
- Use password-protected systems
- Maintain secure records
- Obtain informed consent when necessary

## **Confidentiality**

Confidential information shall not be shared without authorization except where required by law.

## **15. MEDIA AND COMMUNICATIONS POLICY**

### **Purpose**

To ensure responsible and professional communication.

### **Media Guidelines**

Only authorized spokespersons may issue official statements.

Photography and media involving children or vulnerable individuals require appropriate consent.

Social media shall not be used to:

- Spread misinformation
- Harass individuals
- Damage organizational reputation
- Disclose confidential information

## **16. GENDER EQUALITY AND INCLUSION POLICY**

### **Purpose**

UFL-SL is committed to equality, inclusion, and non-discrimination.

### **Commitments**

UFL-SL shall:

- Promote equal participation opportunities
- Support girls and women in sports
- Include persons with disabilities
- Prevent gender-based violence and discrimination

# **17. WHISTLEBLOWER PROTECTION POLICY**

## **Purpose**

To encourage safe reporting of wrongdoing.

## **Protection Measures**

Individuals who report concerns in good faith shall be protected from retaliation.

Reports may involve:

- Fraud
- Abuse
- Corruption
- Harassment
- Safeguarding concerns

# **18. MONITORING, EVALUATION, ACCOUNTABILITY, AND LEARNING (MEAL) POLICY**

## **Purpose**

To improve accountability, program effectiveness, and organizational learning.

## **MEAL Components**

UFL-SL shall:

- Collect program data
- Monitor progress indicators
- Conduct evaluations
- Gather beneficiary feedback
- Produce donor reports
- Use lessons learned for improvement

# **19. RISK MANAGEMENT AND CRISIS RESPONSE POLICY**

## **Purpose**

To identify and mitigate operational, financial, reputational, and security risks.

## **Risk Areas**

- Financial risks
- Security threats
- Safeguarding risks
- Program interruptions
- Reputational damage
- Natural disasters

## **Crisis Management**

UFL-SL shall maintain:

- Emergency contacts
- Incident response teams
- Communication procedures
- Business continuity measures

# **20. ENVIRONMENTAL AND SOCIAL RESPONSIBILITY POLICY**

## **Purpose**

To promote environmentally responsible and socially sustainable operations.

## **Commitments**

UFL-SL shall:

- Minimize waste
- Promote environmental awareness
- Support peaceful communities
- Encourage positive youth engagement

# **21. DONOR COMPLIANCE AND REPORTING POLICY**

## **Purpose**

To ensure compliance with donor agreements and reporting standards.

## **Commitments**

UFL-SL shall:

- Use donor funds responsibly
- Maintain accurate records
- Submit reports on time
- Comply with donor regulations
- Cooperate with audits and evaluations

# **22. POLICY ENFORCEMENT AND DISCIPLINARY MEASURES**

Violations of this manual may result in:

- Verbal warning
- Written warning
- Suspension
- Termination
- Legal action
- Reporting to authorities

Investigations shall be conducted fairly and confidentially.

# **23. POLICY REVIEW AND AMENDMENTS**

This manual shall be reviewed every two years or whenever necessary due to:

- Legal changes
- Donor requirements
- Organizational growth

- Emerging safeguarding concerns

Amendments must be approved by the Board of Directors.

## **24. BOARD APPROVAL AND CERTIFICATION**

This Policy Manual was reviewed and approved by the Board of Directors of Ultimate Fighting League – Sierra Leone (UFL-SL).

The Board commits to ensuring full implementation, monitoring, and enforcement of these policies.

### **Approved By:**

Board Chairperson

Date: \_\_\_\_\_

Executive Director

Date: \_\_\_\_\_

Secretary to the Board

Date: \_\_\_\_\_

## **ORGANIZATIONAL DECLARATION**

Ultimate Fighting League – Sierra Leone (UFL-SL) remains committed to protecting the dignity, safety, and future of vulnerable youths and communities through transparency, accountability, safeguarding, and ethical leadership.

“Fight Drugs. Build Champions.”

I have prepared a full donor-ready policy manual for Ultimate Fighting League – Sierra Leone. It includes governance, safeguarding, financial accountability, anti-corruption, HR, procurement, MEAL, donor compliance, risk management, and other essential organizational protection policies commonly required by international donors, regulators, and partners.