



SEERAH FOUNDATION

Beneficiaries Vetting Policy

Policy Number – P2

**Rev 0
16th October, 2020**

Seerah Foundation is committed to transforming the lives of people and organizations in need and meeting their needs by charity contributions such as cash, items, etc.

The **Beneficiaries Vetting Policy** policy outlines the process of vetting beneficiaries to mitigate the risk for Seerah Foundation, the board of trustees and anyone associated with Seerah Foundation.

Vetting beneficiaries is an exercise of doing adequate due diligence to mitigate the risks of reputation damage resulting from working with organizations that are controversial for any reason. Vetting ensures that the organization and/or individual has an legitimate need for support and is not connected with any controversial work/groups and all contributions in any form will be utilized solely by the beneficiary.

Vetting Process

The process used by Seerah Foundation to vet all new beneficiaries consists in the following steps:

1. Evaluation
2. Identify/contact potential vettors
3. Evaluation of responses
4. Sign off and recording

1. Evaluation

Information sources such as Google, Wikipedia, the organization's own website and social media pages will be used to make a determination of the validity of the organization and individuals in question. None of these sources alone should be considered reliable, but together it is possible to get some sense of the legitimacy of the organization/individual.

Each vetting process would include an evaluation form (Appendix A) that would need to be filled and signed off by Seerah Foundation's management.

2. Identify/contact Organization Representative

Identifying who will be the organization's representative is the next step. A good place to start is to look at the organization's website, particularly any pages identifying members of the organization's board. Management or Board members are an excellent way to identify potential representatives.

The representative(s) would need to sign a declaration letter (Appendix B) that their organization is not connected or supported by any controversial groups and the charity contributions of any form will only be used solely for the purpose identified by Seerah Foundation's evaluation form (Appendix A).

3. Evaluation Decision

The evaluation form (Appendix A) and the declaration letter (Appendix B) would need to be completed and signed before making a decision.

The result of the vetting process is to establish that the beneficiary is worthy of charitable contributions.

4. Filing/Recording Decision

The fact that the organization has been through the vetting process and either been declined or successfully vetted is recorded in the organization's vetting system.