

WORLD RENEW - ANTI-TERRORISM POLICY

Purpose

World Renew understands Canada's anti-terrorism legislation as described in Section 83 of the Canadian Criminal Code. This document describes World Renew's Anti-Terrorism Policy and provides guidance for World Renew Board members, employees and volunteers.

Through its Anti-Terrorism Policy, World Renew seeks to:

1. Ensure that Canadian funds and resources are not being used, directly or indirectly, to support terrorist or criminal activities.
2. Maintain World Renew's ability to support, and reputation for delivering, sustainable development and effective disaster response programs in domestic and overseas locations where they are needed most.
3. Provide a clear guide on the process to be followed if a link with any organization or individual associated with terrorism is suspected or identified in relation to any World Renew funded program or activity.
4. Decline funding from any agency or individual that may expose World Renew to any liability, or connect World Renew with any terrorist or criminal activities.

Policy

1. World Renew Board members, employees and volunteers must make every effort to ensure that all activities (including those which are carried out by World Renew country offices and their partner organizations) comply with relevant Canadian and local government laws and regulations, as well as those relevant policies of Global Affairs Canada, *formerly Department of Foreign Affairs, Trade and Development of the Government of Canada (DFATD)*, including but not limited to:
 - a. those in relation to the proscription against providing direct or indirect support or resources to organizations and individuals associated with terrorism; and
 - b. those in relation to illegal activities and corrupt practices, in particular the bribery of public and foreign officials.
2. If a World Renew Board member, employee or volunteer discovers any link whatsoever with any organization or individual associated with terrorism it must be reported to Global Affairs Canada immediately through World Renew's designated channels, as described below.
3. This policy must be provided to all new and existing World Renew Board members, employees and volunteers.
4. This policy must be reviewed and updated every three years, or more frequently if necessitated by legislative or global environment changes. Any lessons learned during the review period must be documented and incorporated into the updated policy.

Practical Guidelines

The following information is intended to enable World Renew Board members, employees and volunteers to effectively comply with this policy.

Partnership Guidelines

Being aware of terrorism threats means that World Renew and its country offices are advised to annually review all partner organizations and individuals with which they do business against global lists of 'terrorist organizations' to ensure that no direct or indirect support is provided to any

terrorist organizations or individuals associated with terrorism. All World Renew country offices are required to participate in this process and receive formal approval from World Renew of each proposed new partnership.

All World Renew partner organizations must:

1. be legally able to receive World Renew assistance
2. have local government approval, if needed
3. have a board or equivalent body to which it is accountable
4. have an annual external financial audit or financial review
5. operate projects that benefit more than a single individual or family
6. operate projects that meet World Renew's planning and reporting requirements

World Renew requires all partner organizations to account for all funds disbursed by World Renew on a regular basis. The release of funding is determined by the partner's ability to comply with World Renew's results based management framework and financial reporting requirements. If a partner is not able to establish capacity for accurate and detailed reporting, World Renew retains the right to withdraw funding.

World Renew's partner organizations must submit required regular reporting on actual activities carried out as well as grant funds spent. Partners are also subject to financial reviews and audits where government legislation is in place and where World Renew deems it necessary. World Renew reviews the finances of partners based on a set schedule, and may choose to review a partner if World Renew has concerns related to partner capacity, partner use of funds, or partner affiliations.

Reporting Guidelines

In the event that a World Renew Board member, employee or volunteer discovers or suspects any link whatsoever with any related organization or individual associated with terrorism they should immediately report their concerns in writing to the following responsible officers:

In the case of World Renew Board members, head office employees or volunteers the responsible officer is the World Renew Director, Canada (backup World Renew Director Disaster Response & Rehabilitation).

In the case of World Renew country offices, the responsible officer is the World Renew Country Director (backup Country Finance Director), and subsequently the Country Director (or Country Finance Director) should immediately inform the World Renew Director, Canada or the designated backup.

Upon determination that the information received is credible, the information should then be provided to the relevant Global Affairs Canada contact within 48 hours.

The current contact information for World Renew's Director, Canada and Director Disaster Response & Rehabilitation is:

- Director, Canada – Ida Mutoigo – imutoigo@worldrenew.net +1(905) 336-2920 ext. 4303
- Director Disaster Response & Rehabilitation – Kenneth Kim – kkim@worldrenew.net +1(905) 336-2920 ext. 4240

Dated at _____ this _____ day of _____, 20__