

## **Sheikh Thani Bin Abdullah Al Thani Foundation for Humanitarian Services (RAF)**

### **General Policies**

Sheikh Thani Bin Abdullah Foundation for Humanitarian Services (RAF) was registered under Law No. (12) for the year 2004 concerning private associations and institutions registered in the records of the administration of associations and private institutions in the Ministry of Administrative Development, Labor and Social Affairs No. (24) dated 06/12/1429 AH, as a private foundation operating inside and outside the State of Qatar. It provides services and support for community-based projects of public interest and provides support for external projects. The Foundation's policy stems from the vision of the founder, His Excellency Sheikh Thani Bin Abdullah Al-Thani, it has been established to provide humanitarian services to the needy and the poor inside and outside the country in accordance with the rules of humanitarian action and adhering to humanitarian principles, and in full compliance with the standards of transparency and good governance and in accordance with a Board of Directors resolutions and a modern administrative structures. The foundation has been accredited with ISO 9000 Quality Systems and has also adopted advanced information systems and databases that provide adequate monitoring of all humanitarian and social activities.

### **Vision and Mission:**

The Foundation seeks to build compassionate societies and to consolidate human solidarity and compassion and to spread the values of virtue in the highest sense and to stand with the needy and the poor, especially in disasters extreme and poverty and severe hunger.

### **Board of Directors and General Structure:**

Sheikh Thani bin Abdulla Al-Thani	Chairman of the Board
Sheikh Dr. Khalid bin Thani Al-Thani	Vice Chairman of the Board
Sheikh Abdulla bin Thani Al-Thani	Member of the Board of Directors
Sheikh Mohammed bin Thani Al-Thani	Member of the Board of Directors
Sheikha Aisha bint Thani Al-Thani	Member of the Board of Directors
Sheikha Kholood bint Thani Al-Thani	Member of the Board of Directors

### **Local and global partnerships:**

The Foundation emphasizes great importance to human values and extends them to every human without discrimination to color, race or religion. The Foundation has established partnerships to implement its projects and programs with ministries, government bodies, civil society organizations, private institutions, commercial companies and international organizations. The foundation follows a rigorous system of monitoring, monitoring and evaluating.

### **Transparency and accountability:**

The organization follows modern financial rules in the accounting and financial processes and systems using modern databases. The financial reports are reviewed by global audit offices such as Ernst Young and KPMG. The Foundation accepts no donations without knowing the details of the donor and ensures the safety of the donations from any suspicious activities of money laundering in accordance to the set rules and regulations by Regulatory Authority of Charitable Activities (RACA) in order to ensure the safety of all its activities from the risks of money laundering and financing terrorism (AML/CFT).

The foundation AML / CFT policies emphasize the principle of "Know Your Client " and prepare a partner data summary. The Foundation has participated in the World Check system database and has detailed procedures and standards in verifying the integrity of its activities.

### **Records and Archives Management:**

The Foundation has policies to retain and keep records, documents and contracts in a special archive according to the anti-money laundering system, taking into account the maintenance of the transactions and the ability to answer any inquiries received from the regulatory authorities.

### **Internal Control System:**

The Foundation has engaged in the design and development of internal control systems to combat money laundering and the financing of terrorism. The AML / CFT policy includes self-evaluation procedures to ensure compliance with these policies and procedures within their programs and during any review. The Foundation has appointed a reporting and compliance officer and a deputy who directly report to the Chairman of the Board and reporting directly to the relevant authorities in regard of any irregularities related to non-compliance with the laws and regulations governing charitable work and the Foundation's policies.

### **Core Processes:**

The Foundation carries out its annual plans through a number of key operations such as marketing and fundraising, and establishing partnerships to support and implement external and internal projects in accordance with the annual plans and budgets that have been approved by the Board of Directors. The Foundation pays special attention to the collection of donations. All contributions received by the Foundation, which are valued at or above the amount specified by RACA are recorded in special record and included in the Foundation's register for future audit by RACA. This record shall be kept and delivered upon request to the relevant regulatory authorities

### **Support Processes:**

Major operations require support operations to implement their annual plans, such as recruitment, human resource management, procurement, contracts and sound systems and databases.

### **Human resources management and development:**

The Foundation pays special attention to the selection process, the recruitment of distinguished human calibers and competencies. The foundation carries due diligence on shortlisted candidates ensuring that their background records are free of any irregularities or crimes through communicating with the concerned authorities in the State.

The human resource's factor is also crucial in achieving and implementing the vision and translation of the mission and objectives of the foundation. The foundation has devoted continuous training programs to the competent staff in order to improve their capacities and capabilities in the fields of AML/ CTF.