

AfSIS Policies

1. Overheads, Direct vs. Indirect Costs.

As a company, and in keeping with funding opportunities, we will keep our overhead rates modest at 10-15%. To achieve this we will use overheads to cover only those costs that increase with larger work loads and are difficult to list as direct cost line items.

Examples of overhead items are things like: Amazon or other remote computing services, software subscription fees, legal and accounting fees, basic internet costs, vehicle and capital insurance, lab space rent and maintenance, vehicle and capital item depreciation, work permit fees and currency rate fluctuations.

2. Salary Schedules.

Salaries and benefits will be included as direct cost line items in grants as much as possible.

Our proposed (non-profit) salary schedule is as follows: Salary ranges for each position have a base salary going to a cap based on the number of funded grants in progress with a cost of living/performance increases of 3.5% per annum.

Senior Scientist: up to 8,000 US\$
Scientist up to: 6,000 US\$
Junior Scientist up to: 4,000 US\$

Senior Administrator: up to 6,000 US\$
Administrator: up to 4,000 US\$

Benefits are added to salary for senior employees currently estimated at a cost of 2,500/month (health, life and retirement)

A major goal of AfSIS is to develop local talent and capacity. To help achieve this we shall minimize discrepancies in compensation of local and international staff and to reward local contributions to our mission.

3. Travel Policy

We propose that flights for senior staff longer than 8 hours be booked as business class.

4. Conflict of Interest Policy

The purpose of this conflict of interest policy is to protect the interests of Africa Soil Information Service when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers, directors or employees and might result in a possible excess

benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest.

Definitions

Interested Person - An Interested Person is any director or employee who has a direct or indirect Financial Interest as defined below

Financial Interest - A person has a Financial Interest if the individual has, directly or indirectly, any actual or potential ownership, investment, or compensation agreement with AfSIS or any entity that conducts transactions with AfSIS.

A Financial Interest is not necessarily a conflict of interest in all cases. Under Article III, Section 2 of IRS Form 1023, a person with a Financial Interest may have a conflict of interest only if the governing board or committee decides that a conflict of interest exists.

Procedures

Duty to disclose

In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the directors considering the proposed transaction or arrangement. In an effort to aid such disclosure, each member (board or staff) shall complete a conflict-of-interest questionnaire as circumstances warrant, but no less frequently than annually.

Determining whether a conflict of interest exists

The board shall review each member questionnaire and any other disclosures regarding the Financial Interests of its members. After disclosure of the Financial Interest, the Interested Person shall leave the board meeting while the remaining board members discuss and vote on whether a conflict of interest exists.

Procedures for addressing the conflict of interest

After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable effort a more advantageous transaction or arrangement from a person or entity that would not produce a conflict of interest. The Interested Person shall not be present in the room during the determination.

If an alternative transaction or arrangement is not possible, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interests of the organization, for its own benefit, and is fair and reasonable. Based on these determinations, the board shall make its decision on whether to enter into the transaction or arrangement.

Disciplinary action

If the board has reason to believe an individual has failed to disclose actual or potential conflicts of interest, it will inform the member and allow him/her to explain the alleged failure to disclose. If the board still has reason to believe a conflict of interest exists after the alleged conflict is explained, it will take corrective action.

5. Anti Corruption

AfSIS and its management are committed to conducting operations honestly, ethically and in compliance with all laws, wherever we are. AfSIS and its employees are prohibited from giving, promising, offering or authorizing payment of anything of value to any government official to obtain or retain business or to secure an improper advantage or improperly influence a government official's actions. AfSIS does not allow its employees to make or receive kickbacks from any entity.

6. Covid Response.

Currently, due to lack of work, the office and lab remains closed. Upon reopening we will be requiring face masks of all people working in common areas and increased cleaning of surfaces and high contact areas within the lab and office areas.

It may be necessary to relocate scanning stations to maintain distancing.

Field teams will be required to wear face masks when in public and to limit contact with large outside groups during off hours.

Any employee showing symptoms of Covid will be required to call in sick and to stay away from the office until they are feeling better. If tests become readily available in Arusha we will consider a testing requirement for employees with symptoms.

Adopted by all Board Members September 30, 2020