



# Compensation Policy

## 1. Overview and Objectives

This policy governs the compensation and reimbursement practices for statutory board members, personnel, and directors of Footprint to Freedom, ensuring adherence to Dutch ANBI regulations. The primary goal is to balance accountability, transparency, and fairness while managing the organization's financial resources responsibly.

## 2. Statutory Board Members

### Voluntary Service

- All statutory board positions are unpaid voluntary roles.
- Members are motivated by the organization's mission and may not receive financial remuneration for their services.

### Expense Reimbursement

- Board members are entitled to reimbursement for reasonable and necessary expenses incurred while performing official duties.
- Examples of reimbursable expenses include:
  - **Travel and Accommodation:** Mileage, airfare, or lodging for organizational meetings or activities.
  - **Supplies:** Office materials or equipment required for board-related work.
  - **Meeting Costs:** Costs associated with attending or hosting organizational events.
- Reimbursements are subject to prior approval and proper documentation (e.g., receipts, invoices).

### Conflict of Interest Safeguards

- Board members are required to declare any potential conflicts of interest.
- They may not financially benefit from decisions made by the organization or hold employment within Footprint to Freedom during their board tenure.

## 3. Personnel

### Compensation Structure

- Personnel are paid fair market wages commensurate with their qualifications, roles, and responsibilities.
- Pay scales are benchmarked against similar organizations in the non-profit and human trafficking advocacy sectors.

### Benefits



- Personnel are entitled to benefits, including:
  - Paid leave (sick leave, maternity/paternity leave, annual leave) as per Dutch labor laws.

## **Performance Reviews and Adjustments**

- Regular performance evaluations ensure fair compensation adjustments, tied to individual contributions and organizational financial capacity.

## **4. Executive Directors**

### **Operational Responsibilities and Remuneration**

- Executive directors are compensated for their leadership and operational management.
- Salaries are aligned with non-profit sector norms and reflect the director's responsibilities and expertise.

### **Performance-Based Incentives**

- Directors' remuneration is reviewed annually, incorporating performance metrics and strategic outcomes.

### **Accountability**

- Payments adhere to the principle of reasonableness, ensuring they do not disproportionately impact the organization's budget.

## **5. Volunteers and Non-Statutory Roles**

### **Volunteer Stipends**

- Non-board volunteers may receive allowances consistent with Dutch tax-free volunteer thresholds.
- These stipends are intended to offset costs without constituting remuneration.

### **Reimbursement of Expenses**

- Volunteers are reimbursed for pre-approved and documented expenses related to their activities, ensuring their participation does not incur personal financial burden.

## **6. Internal Oversight and Audits**

- **Documentation:** Comprehensive records of all compensation, allowances, and reimbursements are maintained for internal and external audits.
- **Audit Committee:** An independent committee regularly reviews adherence to this policy.
- **Transparency:** Detailed financial reports, including compensation disclosures, are made available to stakeholders, fulfilling ANBI requirements for public transparency.



## **7. Policy Amendments and Review**

This policy is reviewed annually or as required by changes in ANBI regulations. Adjustments are made to align with legal requirements, organizational growth, and sector best practices.