



## STATEMENT OF POLICY

### PROTEGNI RAKA NONPROFIT ASSOCIATION

#### I. AIMS

1. **PROTEGNI RAKA** (herein referred to as the ASSOCIATION) is a nonprofit ASSOCIATION, established with the aim to give financial support to sick children under 18 (eighteen), coming from socially deprived families or orphans. The support includes payment for medical services, manipulations, purchase of facilities, medicines, payment of operations as well as postoperative treatment costs. The ASSOCIATION is registered under the company case No. 4625/2005 as per the inventory of Sofia City Court - Company Department.
2. The founding members of the ASSOCIATION are employees of ProCredit Bank (Bulgaria) EAD.
3. In its activities the ASSOCIATION is governed by decisions of the General Assembly; the Statute; this Policy and the effective legislation.
4. The ASSOCIATION conducts its activities following the principles of social justice and responsibility, preventing discrimination and conflict of interest.
5. The ASSOCIATION effects its activity on the basis of established humanitarian principles and independent decisions, in accordance with all applicable laws and regulations, internal rules and in full accordance with this Policy.
6. The ASSOCIATION guarantees equal rights to all beneficiaries, regardless of gender, race, education, ethnic origin, place of residence, etc., as well as appropriate use of raised funds.

#### II. FUNDS AND PROPERTY OF THE ASSOCIATION

7. The funds with which the ASSOCIATION achieves its aims are for:
  - ✚ payment of medical treatment which is needed by sick children;
  - ✚ granting funds for the purchase of medicine for sick children;
  - ✚ granting funds for medical manipulations;
  - ✚ financing of operations abroad;
  - ✚ financing postoperative treatment;
  - ✚ purchase of facilities for children's medical treatment.
8. The property of the ASSOCIATION includes: financial assets; movable property; receivables and other assets. The accounts of the ASSOCIATION are with ProCredit Bank (Bulgaria) EAD as follows:
  - in BGN – IBAN BG05 PRCB 9230 1007 0929 10;
  - in EUR – IBAN BG46 PRCB 9230 1407 0929 15.
9. The property of the ASSOCIATION is collected from: donations, bequests and all other acquisition methods permitted by law.
10. The ASSOCIATION represented by the Management Board can receive donations from private individuals and legal entities and sign agreements for sponsorship.

#### III. MEMBERSHIP IN THE ASSOCIATION

11. Membership in the ASSOCIATION is voluntary. Members can be active private individuals and legal entities. A member of the ASSOCIATION can be any adult private individual and legal entity, which adopts the aims of the ASSOCIATION and the means for their acquisition, abides by its Statute and adheres to its Policy.
12. The wish for membership shall be expressed in writing through an Application Declaration. (Appendix 1).

#### IV. DECISION MAKING PROCEEDURE FOR FINANCING AND DECISION ENFORCEMENT

13. All decisions which the ASSOCIATION approves or rejects shall be considered and voted for by the General Assembly (GA). The vote shall be carried out in absentia via exchange of electronic messages forwarded to the mailing group which comprises the General Assembly members.
  - ✚ The number of the ASSOCIATION members can vary. Their particular number is announced at the start of each voting by the person announcing the voting.

- ✚ The General Assembly members are of two types:
  - **Regional** – any ASSOCIATION member who is not and administrative member;
  - **Administrative** – responsible for the reporting, the maintenance of the webpage of the ASSOCIATION and public relations.

The type of every member as per the above shall be defined by the GA.

14. In view of the procedure of proposing a case for financing and its further consideration, the country is divided into 6 (six) regions as follows:

Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
Sofia Pernik Blagoevgrad	Pleven Vratsa Montana Vidin V. Tarnovo	Plovdiv Asenovgrad Pazardzhik	Haskovo Stara Zagora Kardzhali Kazanlak	Sliven Burgas Yambol	Varna Dobrich Shumen Silistra Ruse

The members are allocated in the regions depending on the town where each member works and they all have equal rights and obligations.

The management Board can take a decision to include new towns in the regions. The update shall be duly registered in the Policy.

15. The major responsibilities of every member of the ASSOCIATION are:
- to search for and present to the GENERAL ASSEMBLY cases of sick children, who need financing for treatment;
  - to raise financial funds for the ASSOCIATION, including but not only, through organising various events for the purpose;
  - to propose, consider and give their equal vote for the cases proposed for financing.
16. All decisions related to votes for applications for financing shall be made through objective voting by the General Assembly members. If opinions are unanimous, the vote of 33% of the General Assembly members is required. In case of disagreement about the decision for the application under consideration, the decision shall be the opinion of 50% +1 vote of the members of the General Assembly. Exceptions shall be only accepted with an unanimous vote of 75% of the General Assembly.
17. The funds raised by the ASSOCIATION shall only be used for financial support of the medical treatment of sick children under 18 (eighteen) years of age, who come from socially disadvantaged families or are orphans. The support includes payment for medical services, manipulations, purchase of facilities, prescribed medicines, payment of operations as well as postoperative treatment costs, which are not freely provided by other public organisation.
- 18. Financing limits and conflict of interest:**
- a) In view of optimal allocation of the ASSOCIATION funds, a financing limit for an approved child shall be introduced, which shall not exceed BGN 1,000 for various types of therapy or BGN 2,000 for facility purchase or operation; also, the same child can receive no more than two donations, between which there should be a period of one year. The approved donation can be used within 1 year considered as of the approval date. The maximum limits can be changed with a decision of the Management Board of the ASSOCIATION.
  - b) No member of the ASSOCIATION shall have the right to vote for a decision which is related to a relative, acquaintance, client, friend or any person with whom a specific relation can be identified, which can put the impartiality of the decision making under suspicion.
  - c) Should a conflict of interest be declared by an ASSOCIATION member or an outsider, the related person shall not take part in the voting.
  - d) Every month, the General Assembly of the ASSOCIATION shall publish a financial report on the website of the ASSOCIATION.
  - e) Once a year, the General Assembly shall prepare a detailed report about the decisions made and the results over the period and shall publish the report on the website of the ASSOCIATION.

**19. Granting of funds:**

- In all cases funds are granted directly for payment of the service, operation or treatment of the person; to the institution which provided them or to the supplier in case of facility or medicines purchase.
- Payment for operations or purchase of special facilities is made once and therapies and prescribed medicines are paid periodically after submission of documents – proforma or final invoice issued to the ASSOCIATION.
- For amounts up to BGN 2,000 with a payment order the signatures of two members are needed, the one who processed and the one who proposed the case to be considered. The needed documents are application platform or final invoice as well as protocol of approval for the relevant child. All regional and two of the administrative members, who are responsible for the reporting, have specimen

signatures. For each approved child detailed records of the amounts paid and the remaining limit are kept.

## **20. Necessary documentation**

For a case to be considered, the parents, foster parents or guardians of the child need to provide the following documents:

- Documents giving information about the child's age and the family;
- Copies of medical documents (a statement from the Work Capability Assessment Commission, interim medical reports) which show the history of the condition, additional information about prescribed treatment including past treatments and/or prescribed medication.
- Declaration/s by the person/s representing the child (parent/foster parent/guardian) certifying that the provided information is correct complete and accurate.
- Documents yielding information about the child's family, the parents' income and their overall property status.
- Declaration of consent to the use of the name, photographs and other data of the child by the ASSOCIATION, but only to popularize the activity of the ASSOCIATION and to raise funds.

21. The documentary archive shall be kept in Head Office. Access to the archive kept in a specific region will be granted when two ASSOCIATION members request in writing the specific files. Entry files are kept on hardcopy in a centralised register. Each hardcopy file which is submitted for safekeeping in the archive, is entered in the electronic register of the ASSOCIATION. The archive of all submitted documents is maintained for a period of 10 years.

## **VI. RESTRICTION REGULATIONS**

22. In no way can the involvement with the ASSOCIATION of any of its members be related or bound with obtaining in whatever form of any advantages, benefits or services.

23. Neither the management of the ASSOCIATION, nor its members have the right to act in public on behalf of the ASSOCIATION, apart from the administrator who is responsible for the publicity of the ASSOCIATION, after an approval of the Management Board.

## **VII. PUBLICITY POLICY**

The Management Board of the ASSOCIATION is obliged to must maintain a public image in line with the political neutrality of ProCredit Bank (Bulgaria) EAD preserving its status as a stable and socially responsible public-oriented institution, given the fact that the members of the association are mainly employees of the Bank. Accordingly, any public relations concerning the activities of the ASSOCIATION are conducted in a prudent manner.

The text of this Statement of Policy was approved at the Constituent Meeting of the ASSOCIATION and was updated at a regular Annual General Meeting, held on 27.04.2016 in Sofia.