



## **Enabling Leadership USA - Remuneration Policy**

This policy outlines the remuneration policy followed by the organization for any person who is engaged in the activities related to the organization.

### **1. Board of Directors**

- a. All Board positions are voluntary and there is no salary or other form of compensation for serving on the board of the Enabling Leadership.
- b. Any out-of-pocket expenses incurred in attending board meetings, making field visits to assess the work of grantees or in fundraising will be reimbursed.
- c. In The United States of America
  - i. All transport should be based on the use of public transport
  - ii. If a Hotel stay is required, maximum allowable reimbursement is US\$100 per day
  - iii. If the trip is considered "out-of-town" requiring a stayover, a daily maximum of US\$50 will be allowed against actual bills for meals
- d. For trips outside of The United States of America
  - i. Flight tickets should be based on the cheapest possible economy class flights
  - ii. Taxis and car rentals are allowed if travel is in The United States of America
  - iii. Hotel and meal allowances are at the same rate as in The United States of America
- e. All reimbursements must be submitted to the Treasurer

### **2. Employees**

- a. All Employee salaries will be set keeping the average market compensation based on roles and responsibilities as the basis and the minimum. Benefits will be based on the requirements as per norms in The United States of America
- b. Transport allowance will be based on the use of public transport
- c. All reimbursements will be based on the same allowances set for the Board of Directors

### **3. Volunteers**

a. Any volunteers working for Enabling Leadership will have a volunteer agreement form that outlines the roles and responsibility for the volunteer.

b. There will be no compensation paid for the volunteering service provided.

c. All work-related reimbursements will be based on the same policy as mentioned in the Board of Directors section