

Speakers for Africa, Inc. – Employee & Volunteer Handbook

(Revised September 2025)

Section 1 – Introduction

Welcome

Speakers for Africa, Inc. (“the Organization”) is a nonprofit corporation operating in Uganda and the United States. We are committed to advancing education, improving health and sanitation, and empowering vulnerable students to reach their full potential.

Mission

Guided by the priorities of Ugandan families and leaders, we listen, partner, and act to transform lives—empowering vulnerable students to overcome obstacles to education and creating access to the opportunities every person deserves.

Values

- Integrity
- Accountability
- Transparency
- Respect
- Service

Section 2 – Legal Status of Engagement

1. Volunteer Status

- All officers, board members, staff, and volunteers of the Organization currently serve on a volunteer basis.
- No person shall receive financial compensation, stipends, or salaries unless expressly approved by the Board of Directors in a future contract.

2. Future Compensation

- Should the Organization acquire sufficient funding, a new employment contract will be drafted, approved by the Board of Directors, and signed by relevant individuals prior to disbursement of any salaries or benefits.

Section 3 – Confidentiality and Non-Disclosure Agreement (NDA)

3.1 Scope

This agreement applies to all Board Members, Officers, Staff, and Volunteers of Speakers for Africa, Inc.

3.2 Confidential Information

“Confidential Information” includes, but is not limited to:

- Strategic plans, project designs, budgets, and financial strategies.
- Donor information, fundraising strategies, and grant applications.
- Minutes and discussions of Board meetings.
- Intellectual property, branding, and written/oral proposals.
- Partnership contacts, MOUs, and program data.

3.3 Restrictions

- No Board Member, Officer, Staff, or Volunteer shall disclose, share, copy, or transfer Confidential Information to any other nonprofit, organization, or individual without prior written approval of the Board.
- No person shall copy and paste, replicate, or otherwise reproduce organizational documents, strategies, or concepts for personal use or for another nonprofit.
- No person shall establish or support a separate nonprofit or program using the concepts, strategies, or materials of Speakers for Africa, Inc.

3.4 Duration

This restriction shall remain in effect during service and shall continue for a period of two (2) years after the individual

ceases to serve the Organization, regardless of reason for departure.

3.5 Return of Materials

Upon termination of service, all confidential documents, records, and property belonging to the Organization must be returned immediately.

Section 4 – Non-Compete Agreement

1. No Board Member, Officer, Staff, or Volunteer shall establish, support, or provide information to any nonprofit or organization that competes directly with the mission, programs, or donor base of Speakers for Africa, Inc.
2. This agreement remains in effect during service and for two (2) years after separation.
3. Violation of this clause may result in legal action and/or damages to be pursued in accordance with Ugandan and U.S. law.

Section 5 – Code of Conduct

1. Integrity – Act honestly in all dealings.
2. Confidentiality – Respect the trust placed in you by the Organization.
3. Respect – Treat all individuals with dignity.
4. Accountability – Perform duties responsibly and report misuse of resources.
5. Transparency – Support open, accurate reporting of activities and finances.

Section 6 – Governance

- The Board of Directors provides oversight, establishes policy, and approves budgets.
- The Executive Director implements Board policy, manages operations, and supervises staff/volunteers.
- Committees may be formed for specific projects or areas of focus.

Section 7 – Grievance Procedure

- Concerns or disputes must first be submitted in writing to the Executive Director.
- If unresolved, the matter shall be reviewed by the Board Chair and, if necessary, presented to the full Board of Directors for resolution.

Section 8 – Acknowledgment and Agreement

All individuals serving under Speakers for Africa, Inc. must sign this acknowledgment:

I, _____, have read and understood the Employee & Volunteer Handbook of Speakers for Africa, Inc. I agree to abide by its terms, including the Confidentiality, Non-Disclosure, and Non-Compete clauses, and acknowledge that my role is voluntary until such time as the Board approves compensation through a new contract.

Signature: _____

Name: _____

Date: _____

We, the undersigned founding members of Speakers for Africa, Inc. (Uganda), hereby adopt this Constitution on this __1__ day of __September_____, 2025.

Gracious Taremwa, Board Chair and Committee Co-Chair

Chad Johnston, MD, Vice-Chair

Penny Randell, Secretary

Lee Pulliam, Treasurer

Peyton Thomas, Executive Director (Ex Officio)

Michael Reuter, Regional Director

Karime Katuramu, Communications Director

Tasha Mirembe, Compliance and Field Operations Manager

Jacklyn Schnell, Committee Chair

Kyle Stevens (Non voting advisory board - Parliamentarian)