



Enabling Leadership Singapore - 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 Singapore
- 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 Singapore
 - i. All transport should be based on the use of public transport
 - ii. If a Hotel stay is required, maximum allowable reimbursement is SGD100 per day
 - iii. If the trip is considered "out-of-town" requiring a stayover, a daily maximum of S\$50 will be allowed against actual bills for meals
- d. For trips outside of Singapore
 - i. Flight tickets should be based on the cheapest possible economy class flights
 - ii. Taxis and car rentals are allowed if travel is outside of Singapore
 - iii. Hotel and meal allowances are at the same rate as in Singapore
- 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 Singapore
- 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 Singapore 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