



Partnership Policy Addendum to Global Empowerment Mission's (GEM)

Procurement Policy

This **Partnership Policy Addendum** establishes guidelines for forming and maintaining partnerships that complement GEM's procurement processes. The intent is to ensure that all partnerships align with GEM's mission, values, and legal responsibilities while supporting its procurement activities.

1. Purpose

The purpose of this addendum is to provide a framework for collaborating with external partners such as non-profit organizations, government agencies, businesses, and other entities to enhance GEM's relief and humanitarian efforts. This policy ensures transparency, mutual benefit, and efficiency in procurement activities.

2. Scope

This policy applies to all GEM staff, volunteers, and board members engaging in partnerships with external entities that affect or are involved in GEM's procurement processes.

3. Partner Selection Criteria

GEM will form partnerships based on the following criteria:

- **Mission Alignment:** Partners must share GEM's commitment to humanitarian aid, disaster relief, and community empowerment.
- **Legal Compliance:** All partners must comply with local, state, and federal regulations, as well as international laws when applicable.
- **Reputation and Accountability:** GEM will only partner with organizations that have a strong reputation for transparency, accountability, and ethical practices.
- **Capacity:** The partner must have the resources and expertise to contribute meaningfully to GEM's procurement needs.

4. Roles and Responsibilities

Each partnership must clearly define the roles and responsibilities of GEM and the partner:

- **Procurement Contributions:** Partners may contribute through donations of goods, services, financial support, or logistical assistance. Contributions must align with GEM's procurement policies regarding quality, cost-effectiveness, and sustainability.
- **Reporting:** Partners will be required to provide regular reports on their contributions and compliance with GEM's procurement standards.
- **Point of Contact:** GEM will designate a representative to manage the relationship and communications with each partner.

5. Partnership Agreements

All partnerships must be formalized through written agreements that include:

- **Scope of Partnership:** Outlines the purpose, objectives, and contributions of the partnership.
- **Terms and Duration:** Clearly states the length of the partnership and the conditions for renewal or termination.
- **Confidentiality and Data Sharing:** Ensures that all shared information is protected and that both parties adhere to GEM's confidentiality standards.
- **Conflict Resolution:** Describes the process for addressing disputes or conflicts between GEM and the partner.

6. Conflict of Interest

To avoid any conflicts of interest in procurement activities, partnerships must adhere to the following:

- **Disclosure:** GEM employees, volunteers, and board members must disclose any personal or financial interests they may have with potential partners.
- **Ethical Standards:** All decisions made in collaboration with partners must prioritize GEM's mission over any personal gains.

7. Termination of Partnerships

Partnerships may be terminated under the following circumstances:

- **Breach of Agreement:** If a partner fails to meet the terms outlined in the partnership agreement, GEM reserves the right to terminate the relationship.

- **Non-Compliance:** Any violations of GEM's procurement policy, ethical guidelines, or legal requirements may result in immediate termination.
- **Mutual Agreement:** Either party may choose to terminate the partnership through mutual consent, provided reasonable notice is given.

8. Evaluation and Review

All partnerships will be regularly evaluated to ensure they continue to serve GEM's procurement and operational needs. This review will include:

- **Performance Metrics:** Assessing the impact of the partnership on procurement efficiency, cost savings, and disaster response effectiveness.
- **Compliance Review:** Ensuring that partners remain in compliance with legal, financial, and ethical standards.
- **Feedback Mechanisms:** Both GEM and the partner will have the opportunity to provide feedback on the partnership to ensure continuous improvement.

9. Documentation and Records All documentation related to the partnership, including contracts, reports, and communications, must be properly maintained for auditing and accountability purposes in accordance with GEM's records retention policy.