

**APPROVED**  
**Executive Director**  
**NGO «Technology of Progress»**  
**Zadvornyy V.V.**  
July 15, 2025



**Approved**  
By Order No. 4-D dated July 15, 2025

**Approved**  
By the Decision of the Extraordinary General  
Meeting No. 3-P dated July 15, 2025

# **POLICY ON SAFEKEEPING AND ACCOUNTABILITY OF MATERIAL ASSETS**

## **1. Summary**

1.1 The Policy on Safekeeping and Accountability of Material Assets (hereinafter – the «Policy») is adopted and developed by the NGO «Technologies of Progress» (hereinafter – the «Organization»).

1.2 This Policy defines the key principles of safekeeping and accountability for the Organization’s material assets (hereinafter – «assets» or «property»).

1.3 The Policy applies to all employees, experts of the Organization, and any other individuals who have access to or directly use the Organization’s material assets during their operational activities.

## **2. Materially Responsible Person**

2.1. The materially responsible person bears full financial liability for the entrusted assets in accordance with the applicable legislation of Ukraine.

2.2 The Executive Director of the Organization appoints the materially responsible person by issuing an official order.

2.3. Responsibility for the Organization’s property must be stipulated in the relevant clause of the employee’s employment contract.

## **3. Duties of the Materially Responsible Person**

3.1 Ensuring proper safekeeping and control over the use of the Organization’s material assets.

3.2 Maintaining records of receipt and usage of material assets.

3.3 Timely reporting to management about detected shortages, damage, or loss of assets.

3.4 Compliance with the established procedure for transferring material assets to third parties.

3.5 Preparation of the annual report on the condition of the Organization’s material assets.

3.6 Participation in the annual inventory of material assets.

## **4. General Rules for Use of Material Assets**

4.1 All employees, experts, consultants, and other persons who use the Organization’s material assets within the scope of their duties and assigned tasks are required to:

- use material assets solely for their intended purpose and exclusively for the fulfillment of their responsibilities;
- treat the entrusted property with care, ensuring its proper safekeeping, integrity, and functionality;
- not transfer material assets to third parties without prior approval from the materially responsible person;
- immediately notify the materially responsible person in case of damage, malfunction, loss, or unauthorized use of the Organization’s material assets;
- return the property upon completion of work, termination of contract, fulfillment of the task, or in case of dismissal, transfer, or temporary absence;
- participate in inspections of the condition of assets upon request by the responsible person or during inventory procedures.

4.2 All employees, experts, consultants, and other persons using the Organization’s material assets must comply with the following rules:

- it is strictly prohibited to use material assets for personal purposes. The Organization’s property is intended solely for achieving the statutory goals of the Organization;

- unauthorized repairs, technical maintenance, or modifications of the property are prohibited;
- all maintenance work must be carried out only with the prior approval of the materially responsible person;
- every user is obliged to familiarize themselves with the relevant operating instructions and comply with safety regulations when working with the property;
- property is a valuable asset of the Organization, and its preservation, proper use, and careful handling is the responsibility of every user.

## **5. The Organization's Material Assets**

5.1 The Organization's material assets include, in particular:

- office equipment and devices (computers, printers, networking equipment, etc.);
- furniture and inventory (desks, chairs, cabinets, safes, etc.);
- financial resources (including cash and non-cash funds);
- other property owned by or provided for the use of the Organization on the basis of ownership, lease, or other legal grounds.

5.2 The list defined in clause 5.1 of this Policy is open and non-exhaustive and may be supplemented in accordance with the needs of the Organization and/or changes in the structure of its assets.

## **6. Reporting and Inventory**

6.1 The materially responsible person shall submit a report on the condition of the Organization's material assets to the Executive Director annually by December 31 of the current year.

6.2 The annual inventory of material assets shall be carried out at the initiative or by order of the materially responsible person, with a mandatory formalization of the corresponding act.

6.3 An unscheduled inventory may be conducted at the request of the Executive Director.

## **7. Control and Liability**

7.1 Compliance with the requirements of this Policy is overseen by the Executive Director.

7.2 Employees are liable for violations of the Policy in accordance with the applicable legislation of Ukraine.

## **8. Commitments and Policy Review**

8.1 This Policy is an integral part of the internal control system aimed at the effective management, accounting, and safekeeping of the Organization's material assets.

8.2 The Organization ensures regular review and updating of the Policy, particularly in response to changes in the external environment, donor recommendations, identified risks, and other relevant factors.

8.3 All changes to the Policy shall be communicated to the team through internal communication channels.

## **9. Final Provisions**

9.1. This Policy shall enter into force from the date of its approval by the Executive Director of the Organization.