P. SAFETY OPERATIONS FOUNDATION

Providing High Quality Safety Education

Address: P. Safety Operatios Foundation Adjorman 17 Akrong Street Between Tsuibleoo and Greda Roundabout, Teshie
P. O. Box 533 OS, Osu, Accra W. A
Mob. 0205910211

CONSTITUTION

OF

P. SAFETY OPERATIONS FOUNDATION

Providing High Quality Safety Education

Adopted by resolution on: **14 September 2026**

Effective date: **14 September 2026** Version: 2026 Revised Draft

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PREAMBLE

We, the members of P. Safety Operations Foundation, recognising the importance of safety education, personal development, discipline, mentorship and accountable charitable service, adopt this Constitution as the governing instrument of the Foundation.

The Foundation shall operate as a non-profit, non-governmental organisation for the public good and shall comply with the laws of the Republic of Ghana.

ARTICLE 1 — NAME, STATUS AND IDENTITY

1.1 The name of the organisation is P. Safety Operations Foundation, referred to in this Constitution as "the Foundation" or "PSOF".

1.2 The Foundation shall be non-partisan, non-sectarian and not established for private profit. Where incorporated, it shall operate as a company limited by guarantee under the Companies Act, 2019 (Act 992), or under successor legislation.

1.3 The official colours are purple, orange and yellow, supported by black or neutral tones. The principal emblem is the PSOF shield-and-cross mark. The Board may approve reasonable brand updates that do not alter the Foundation's identity or objects.

1.4 The principal office is at Adjorman, Teshie, Accra, or another place in Ghana approved by the Board and properly notified to the relevant authorities.

ARTICLE 2 — VISION, MISSION AND VALUES

2.1 Vision

A society in which people are equipped with practical knowledge, confidence and safe practices to improve their lives and communities.

2.2 Mission

To equip, discipline and mentor individuals through safety education, literacy, vocational development and life-skills training so that they can reach their potential and protect their wellbeing.

2.3 Values

- Safety and dignity
- Integrity and accountability
- Inclusion and non-discrimination
- Service and volunteerism
- Learning and personal development
- Collaboration and respect

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ARTICLE 3 — OBJECTS AND PROGRAMMES

3.1 The objects of the Foundation are exclusively charitable, educational and community-development focused.

- Provide safety education, awareness and practical training for individuals, families, schools, workplaces and communities.
- Promote literacy, including reading, writing and functional learning.
- Provide mentorship, self-motivation, personal development and leadership programmes.
- Support vocational and livelihood skills, including beauty therapy and other approved trades.
- Organise seminars, outreach events, workshops, research and public education.
- Mobilise volunteers, interns, trainers, partners and resources to advance the objects.
- Collaborate with public institutions, communities, civil-society organisations and responsible private entities.
- Undertake any lawful activity incidental or conducive to these objects.
- Proper Family Lifestyles

3.2 Programmes shall be approved and periodically reviewed by the Board. Activities must be lawful, safe, consistent with the objects, and delivered without unlawful discrimination.

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ARTICLE 4 — NON-PROFIT CHARACTER AND POWERS

4.1 The income and property of the Foundation shall be applied solely toward its objects. No part shall be paid or transferred to a member or director by dividend, bonus or distribution of profit.

4.2 The Foundation may pay reasonable and properly authorised remuneration for services actually rendered, reimburse documented expenses, pay reasonable rent, and meet lawful obligations, provided that conflicts of interest are disclosed and managed.

4.3 Subject to law and this Constitution, the Foundation may receive grants and donations, enter contracts, employ staff, acquire or dispose of property, open bank accounts, borrow, invest prudently and exercise powers necessary to pursue its objects.

4.4 No donation shall be accepted where its conditions are unlawful, inconsistent with the objects, likely to compromise independence, or expose the Foundation or beneficiaries to unreasonable risk.

ARTICLE 5 — MEMBERSHIP AND GUARANTEE

5.1 The subscribers to this Constitution and persons admitted by the Board under approved criteria shall be ordinary members.

5.2 Membership shall be open to persons who support the objects and agree to comply with this Constitution and applicable policies. The Board may establish non-voting associate, honorary or institutional categories.

5.3 Each ordinary member has one vote, may attend general meetings, receive required notices and reports, and be considered for office subject to eligibility requirements.

5.4 A member shall act in good faith, protect confidential and beneficiary information, avoid conduct that harms the Foundation, disclose relevant conflicts, and pay any duly approved subscription.

5.5 Membership ends by written resignation, death, dissolution of a corporate member, or removal for serious misconduct or persistent breach after written notice and a fair opportunity to respond. A removed member may appeal to the next general meeting.

5.6 The liability of members is limited. Each member undertakes to contribute an amount not exceeding GH₵100 to the assets of the Foundation if it is wound up while that person is a member or within one year after ceasing to be a member, as required to meet lawful liabilities and winding-up costs.

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ARTICLE 6 — GENERAL MEETINGS

6.1 An Annual General Meeting ("AGM") shall be held each year within the period required by law to receive reports, consider audited financial statements where required, appoint or confirm directors and auditors where applicable, and transact other notified business.

6.2 The Board may call an Extraordinary General Meeting and shall do so when validly required by members under applicable law.

6.3 At least twenty-one days' written notice shall be given for an AGM or a meeting considering a special resolution, and at least fourteen days for another general meeting, unless a shorter period is lawfully agreed. Notice may be physical or electronic.

6.4 The quorum is one-quarter of ordinary members entitled to vote, rounded up, but never fewer than two. If no quorum is present within thirty minutes, the meeting shall be adjourned as stated in the notice or by the chair.

6.5 Questions are decided by a simple majority of votes cast unless this Constitution or law requires a special resolution. The chair has a casting vote only on ordinary resolutions. Voting may be by show of hands, ballot or secure electronic means.

6.6 Meetings may be in person, virtual or hybrid where all participants can communicate adequately. Accurate minutes shall be prepared, approved and retained.

ARTICLE 7 — BOARD OF DIRECTORS

7.1 The governing body is the Board of Directors ("the Board"). It is responsible for strategy, governance, safeguarding, financial stewardship, legal compliance and oversight of management.

7.2 The Board shall have not fewer than four and not more than nine directors. A majority shall be unrelated to one another and no paid staff member may serve as Board Chair.

7.3 Directors shall be elected by ordinary members at the AGM. The Board may fill a casual vacancy until the next AGM. Appointments shall consider competence, integrity, diversity, safeguarding awareness and commitment to the objects.

7.4 A director serves a three-year term and may serve no more than two consecutive full terms. After at least one year out of office, the person may be eligible again. Members may approve a shorter transitional term to stagger rotation.

7.5 A director ceases office upon resignation, death, legal disqualification, incapacity, absence from three consecutive Board meetings without reasonable cause, or removal in accordance with law after a fair process.

7.6 The Board shall elect a Chair, Vice-Chair and Treasurer. It shall appoint a qualified Company Secretary where required. The offices of Chair and Treasurer shall not be held by the same person.

7.7 The first directors recorded in the existing Constitution are Wendy Quartey, Wanda Quarter, Solace Quartey and Precious Coffie. Their continued service, correct legal names and particulars shall be confirmed in the adoption resolution and statutory records.

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7.8 Duties of directors

- Act in good faith and in the best interests of the Foundation.
- Exercise care, skill, diligence and independent judgment.
- Use Foundation property and opportunities only for authorised purposes.
- Maintain confidentiality and protect personal and beneficiary data.
- Ensure appropriate controls, risk management, safeguarding and regulatory compliance.
- Declare conflicts and comply with Article 10.

7.9 Directors

Precious Coffie, Wendy Quartey,

Wanda Quartey, Solace Quartey

ARTICLE 8 — BOARD MEETINGS AND COMMITTEES

8.1 The Board shall meet at least once each quarter. At least seven days' notice shall normally be given, except for a genuine emergency.

8.2 The quorum is a majority of directors then in office, provided it is not fewer than three. Decisions are by simple majority; the chair has a casting vote in the event of equality, except on a conflict-of-interest matter.

8.3 A written resolution securely approved by all directors entitled to vote has the same effect as a resolution passed at a meeting, where permitted by law.

8.4 The Board may establish committees and delegate defined functions, but remains accountable. Each committee shall have written terms of reference and report to the Board.

8.5 Minutes shall record attendance, decisions, declared interests and actions. Minutes and supporting papers shall be retained securely.

ARTICLE 9 — MANAGEMENT, STAFF, VOLUNTEERS AND PATRONS

9.1 The Board may appoint an Executive Director, Administrator, trainers and other staff on written terms, and may delegate day-to-day management while retaining oversight.

9.2 The Foundation may engage volunteers and interns from Ghana and abroad without unlawful discrimination. Their roles, supervision, conduct, confidentiality, safety and expenses shall be governed by written arrangements.

9.3 The Board may appoint patrons or advisers for honorary, advocacy or advisory support. Patrons have no governance authority or voting right unless separately appointed as directors or members.

9.4 Recruitment and engagement shall be merit-based and consistent with equal opportunity, safeguarding and applicable labour and immigration requirements.

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ARTICLE 10 — CONFLICTS OF INTEREST AND ETHICAL CONDUCT

10.1 A member, director, officer or key staff member shall promptly disclose any direct or indirect personal, family, financial or organisational interest in a proposed or existing transaction or decision.

10.2 The interested person shall not vote and shall withdraw from deliberation unless requested only to provide information. Unconflicted decision-makers shall determine whether the arrangement is fair, reasonable and in the Foundation's best interests.

10.3 All disclosures and decisions shall be recorded in minutes and in a register of interests reviewed at least annually.

10.4 The Foundation shall maintain and enforce policies on conflicts, anti-fraud, anti-bribery, whistleblowing, safeguarding, complaints and responsible use of funds.

ARTICLE 11 — FINANCE, PROPERTY AND AUDIT

11.1 All funds shall be held in the name of the Foundation and used only for approved activities and obligations. The financial year ends on 31 December unless the Board lawfully determines otherwise.

11.2 The Board shall approve an annual budget and suitable financial controls, procurement thresholds, asset records and delegated spending limits.

11.3 Bank and payment instructions require at least two authorised approvals. The Board shall appoint at least three authorised signatories or approvers and shall not permit one person to initiate and finally approve the same payment.

11.4 Complete accounting records shall be kept. Annual financial statements shall be prepared, audited or independently examined as required by law or donor conditions, approved by the Board and presented to members.

11.5 Funds may be invested only under a Board-approved policy prioritising capital protection, liquidity, legality and ethical consistency. Borrowing or disposal of substantial property requires specific Board approval and any member approval required by law.

11.6 The Foundation shall submit required annual returns, reports, audited financial statements, beneficial-ownership information and licence-renewal materials to the appropriate authorities within prescribed periods.

ARTICLE 12 — ACCOUNTABILITY, RECORDS AND REPORTING

12.1 The Foundation shall prepare an annual activity report describing programmes, results, partnerships, material risks and use of resources.

12.2 The Foundation shall maintain registers of members, directors, interests, assets and other statutory records, together with minutes, policies, contracts and accounting records.

12.3 Records shall be accurate, securely retained and available for lawful inspection. Personal data shall be processed only for legitimate purposes with appropriate safeguards.

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12.4 The Board shall maintain channels for beneficiaries, staff, volunteers and the public to raise complaints or concerns without retaliation and shall ensure timely, fair handling.

ARTICLE 13 — SAFEGUARDING, INCLUSION AND SAFETY

13.1 The Foundation shall take reasonable steps to protect children, vulnerable adults, participants, staff and volunteers from abuse, exploitation, harassment, neglect and avoidable harm.

13.2 Programmes involving children or vulnerable persons shall use proportionate risk assessment, safe recruitment, codes of conduct, reporting procedures, consent and referral arrangements.

13.3 Services and opportunities shall be delivered without unlawful discrimination on grounds including sex, disability, ethnicity, religion, age, social status or other protected status. Reasonable steps shall improve accessibility.

13.4 Health and safety risks shall be assessed and controlled for training, travel, events, workplaces and equipment. Serious incidents shall be documented and reported where required.

ARTICLE 14 — COLLABORATION AND COMMUNICATION

14.1 The Foundation may collaborate with other organisations where due diligence confirms that the relationship is lawful, compatible with the objects and appropriately documented.

14.2 The Board shall approve who may speak or contract on behalf of the Foundation. Use of the name, logo, letterhead and digital accounts must be authorised and consistent with approved brand standards.

ARTICLE 15 — AMENDMENT

15.1 This Constitution may be amended by special resolution of ordinary members in accordance with Act 992 and applicable regulatory requirements. The notice shall include the proposed wording and reasons.

15.2 No amendment may authorise private distribution of income or assets, remove the non-profit character, or permit objects that are unlawful or inconsistent with public benefit.

15.3 An approved amendment takes effect only after any filing, registration, consent or approval required by law has been completed.

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ARTICLE 16 — DISSOLUTION AND ASSET LOCK

16.1 The Foundation may be dissolved only by the resolution and process required by applicable law after provision for all debts and liabilities.

16.2 Any property remaining after discharge of liabilities shall not be distributed to members, directors, staff or patrons. It shall be transferred to one or more Ghanaian companies limited by guarantee or charities with similar objects and a comparable non-distribution restriction, selected by members before dissolution.

16.3 If members cannot make a valid selection, remaining property shall be applied to a charitable public-benefit purpose as directed by a competent authority.

ARTICLE 17 — INTERPRETATION AND PRECEDENCE

17.1 “Act” means the Companies Act, 2019 (Act 992), as amended or replaced. “Board” and “director” include the governing council and its members where equivalent terminology is used in statutory records.

17.2 If this Constitution conflicts with mandatory Ghanaian law, the law prevails and the remaining provisions continue to apply so far as possible.

17.3 The Board may issue policies and procedures consistent with this Constitution. Policies do not amend or override it.

17.4 Words importing one gender include all genders; the singular includes the plural; and “written” includes a reliable electronic record unless law requires otherwise.

ADOPTION AND SIGNATURES

This Constitution was adopted by the members of P. Safety Operations Foundation by the required resolution on the date stated below.

Chair / Director Precious Coffie	Signature / Date *Signed Digitally / 14/09/2026*
Name / Capacity Wendy Quartey	Signature / Date *Signed Digitally / 14/09/2026*
Name / Capacity Wanda Quartey	Signature / Date *Signed Digitally / 14/09/2026*
Name / Capacity Solace Quartey	Signature / Date *Signed Digitally / 14/09/2026*

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Official references accessed 14 September 2026:

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