

Legal Charter

Last revised June 13, 2024



Mission Statement

The Legal department mission at Water.org is to:

- Be a legal and commercial support function for Water.org;
- Provide legal advice to the organization globally to ensure compliance with legal requirements, and reduce exposure to legal risks;
- Coordinate the provision of all legal services for Water.org globally (except for HR/Labor legal matters), whether through the central function or outside law firms, to ensure efficiency, agility, containment of costs, and reliability of service;
- Serve as a resource for informed decision-making, and creative problem-solving to facilitate Water.org's pursuit of its non-profit mission; and
- Educate and create legal and commercial awareness for Water.org personnel about legal requirements and risks to prevent or mitigate liabilities and legal disputes.



Vision Statement

To be Water.org's trusted legal business partner and advisor, driving legal excellence and providing proactive legal services, with the purpose of minimizing risk while supporting the organization delivering its mission, scaling impact, and making a lasting difference in the world.



Legal Support Model

1. Engagement with the areas and teams

- Understanding the operation, particularities and needs of areas and regions
- Receive feedback to customize legal support quality and agility

2. Contracts:

- Contract Templates customized by each Water.org jurisdiction
- SharePoint - Legal Function – updated templates and forms accessible to all areas
- Support teams to structure and adapt to new transactional models
- Contract Revision and Negotiations
- Continuous Learning – Contracts Training accessible to all areas
- Electronic DocuSign Platform accesible via Contracts team support

3. Delegation of Authorities

- Support to all areas to comply with the delegation of authorities
- Elaboration of Board Resolutions and Powers of Attorneys

4. Corporate Entities & Business Continuity

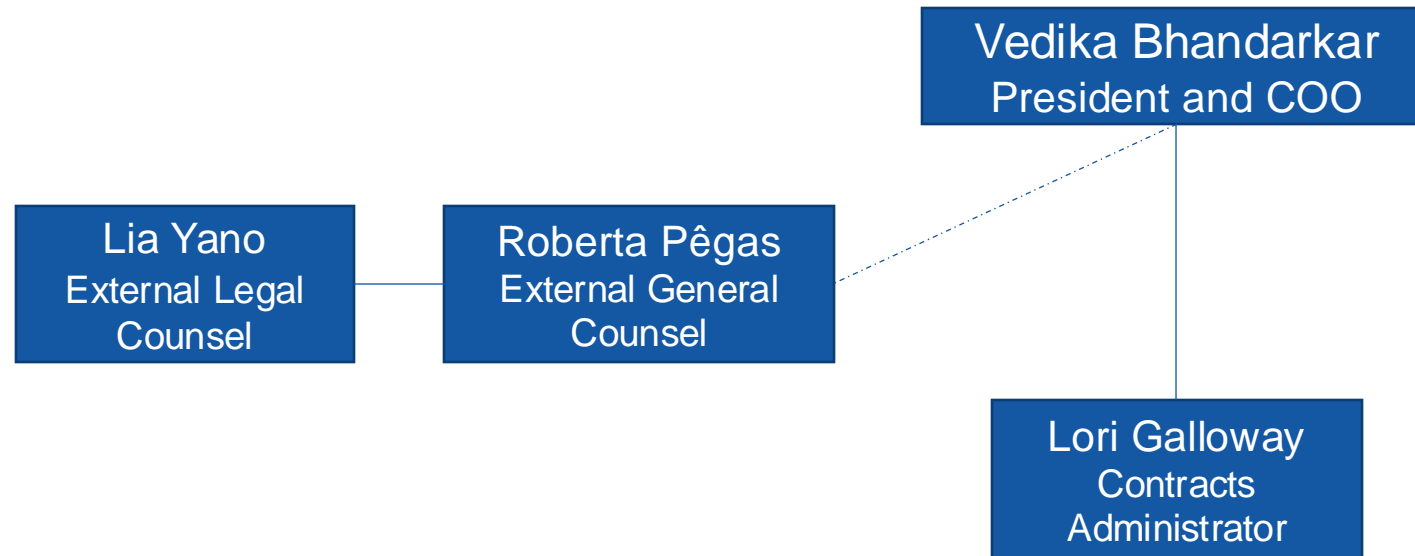
- Support and advice on the incorporation/dissolution, understanding of the legal requirements of Water.org legal entities worldwide, and on corporate maintenance.
- Selection and management of global network of lawyers
- Support and advice to the Board
- State Registration Coordination
- Elaboration and Revisoin of Legal Corporate Policies

5. Monitoring Continuous Improvement

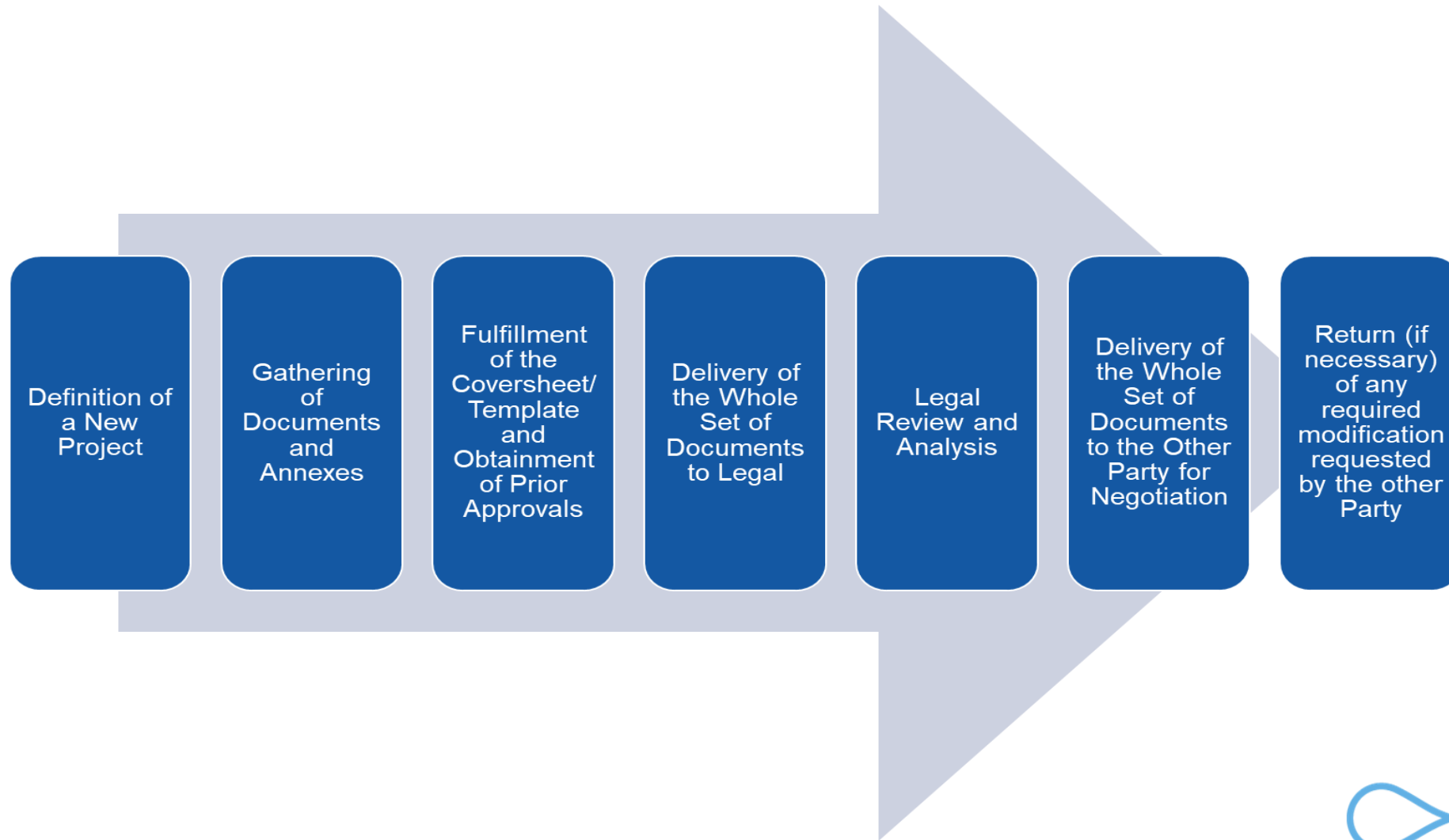
- Dashboard with indicators and oversight visibility
- Weekly Reports to the Regional Directors and teams
- Monthly meetings with regional teams and departments



Organizational Chart



How is the contracts legal revision process?



Service Level Agreement (SLA)

General rules:

- **Standard: 5 business days**
- **Complex: 10 business days**
 - *as determined by Legal Department
- All requests must be submitted through the Contracts inbox contracts@water.org;
- Timeline begins when we receive the complete set of documents and information;
- All agreements should be submitted for legal revision accompanied with a coversheet that contains appropriate sign-offs;
- SharePoint access to legal templates and coversheets (access to the links and annexes, for validation) is available on the Intranet;
- The legal review is not a full “approval” of the agreement, but only from a legal standpoint. The internal approval process of an agreement should take place before it comes to Legal with appropriate sign-offs, specifically to ensure the feasibility of the project.

How should you contact the legal team?

If you have any questions, need a contract revised, or require any other support for the legal team, please don't hesitate to contact us via: contracts@water.org

Relevant Links:

[Legal Templates and Coversheets](#)

[Contracts / Legal Process Trainings](#)