

Policy number	6	Version	1
Drafted by	Anna Mosbauer (Review)	Approved by Board on	25/06/2021
Responsible person	AMS Board	Scheduled review date	01/06/2023

INTRODUCTION

Australian Marist Solidarity (AMS) is the international development agency of the Marist Province of Australia. AMS raises funds to support educational opportunities for young people in developing countries to increase their capacity to change their lives and communities.

PURPOSE

The purpose of this document is to ensure that AMS approaches fundraising and donor management in an ethical manner.

SCOPE

This policy applies to all Board members, staff members, contractors, external consultants, agencies, volunteers and project partners who operate under the auspices of AMS.

POLICY

This policy is based on the ACFID Fundraising Charter and the Ethical Principles outlined by the Fundraising Institute of Australia (FIA).

Honesty	Act honestly and truthfully so that public trust is protected and donors and beneficiaries are not misled.
Respect	Act with respect for the dignity of their profession and their organisation and with respect for the dignity of donors and beneficiaries.
Integrity	Act openly and with regard to their responsibility for public trust. They shall disclose all actual or potential conflicts of interest and avoid any appearance of ethical, personal or professional misconduct.
Empathy	Work in a way that promotes their purpose and encourages others to use the same professional standards and engagement. They shall value individual privacy, freedom of choice, and diversity in all its forms.
Transparency	Stimulate clear reports, about the work they do, the way donations are managed and disbursed, and cost and expenses, in an accurate and clear manner.

This policy does not replace or override national or state legislation relating to fundraising and donor management. Examples include, but are not limited to, the *Competition and Consumer Act 2010 (Cth)*, the *Australian Consumer Law and Fair Trading Act 2012 (Vic)* and the *Privacy Act 1988 (Cth)*.

Fundraising

All those operating under this policy must ensure that:

1. All monies raised via fundraising activities will be for the stated purpose of the appeal and comply with AMS's stated mission and purpose.
2. Fundraising activities are not detrimental to the good name or community standing of AMS.

FUNDRAISING & DONATIONS POLICY

3. Fundraising activities do not expose AMS to significant financial risk.
4. Fundraising activities do not harm donors, beneficiaries or members of the public.
5. Fundraising activities are transparent, ethical and consistent with the mission, goals and policies of AMS.
6. All statements made by AMS are truthful and accurately represent the context, situation, proposed solutions and intended meaning of information provided by the affected people.
7. AMS will not make statements about other ACFID Members with the intention of creating a reputational or other advantage for AMS.
8. Only authorised representatives of AMS conduct fundraising activities.
9. Fundraising materials and solicitations accurately identify AMS's name, address, ABN and purposes.
10. All materials used in advertising an approved fundraising activity state the objectives of the fundraising activity and the intended use.
11. Free, prior and informed consent is obtained for all images and stories collected by AMS.
12. Visual Images and stories present people in a dignified and respectful manner, honestly representing the context and the facts and do not contravene the *AMS Safeguarding Policy*.
13. AMS meets state and territory fundraising legislative and licensing requirements.

Donation Management

Donations are managed according to the following guidelines:

1. AMS only accepts donations and bequests, including in-kind, which are ethical in nature and consistent with the mission and goals of AMS.
2. AMS reserves the right to refuse an offered donation or bequest.
3. AMS accepts donations on the understanding that no material benefit or advantage will be provided to the donor by AMS.
4. No person directly or indirectly employed by or volunteering for AMS may accept commissions, bonuses or payments (with the exception of award wages for paid AMS officers) for fundraising activities on behalf of the organisation.
5. No staff or volunteers engaged in activities resulting in or relating to receipting of donations (e.g. fundraising, donor liaison) on behalf of AMS may grant or accept favours for personal gain and will avoid any real or perceived conflicts of interest, in accordance with the *AMS Conflict of Interest Policy*.
6. AMS considers requests of philanthropic support, based on an understanding of the donor's interests as well as AMS's priorities. However, AMS will not design a new program or project based purely on donor feedback or requests.
7. AMS endeavours to honour a donor's wishes for funds to be directed to a particular project. However, the nature of international aid and development work requires AMS to be attentive to the needs of the beneficiaries. These needs may change from time to time causing projects to re-evaluate their funding requirements. AMS, therefore, reserves the right to direct the funds to a similar project in accordance with its mission and the donor's original intent. Where appropriate, AMS will consult with the donor.

8. AMS protects the confidentiality of donors consistent with their wishes and to the extent provided by law under the *Privacy Act*. For more information, see the *AMS Privacy Policy*, which is available on the AMS website.

Beneficiaries

AMS places a high priority on protecting the dignity, privacy and safety of a beneficiary. AMS will not use images or messages that:

- comments unnecessarily or negatively on the impairment, dependency or disability of a beneficiary;
- use language which suggests that the client is to be pitied or feared;
- use children in promotional materials to raise funds for adult services, giving the impression that the clients are childlike;
- states or implies a falsehood regarding a beneficiary; and
- include a beneficiary's image, name or personal information without their permission;
- may endanger the people they are portraying;
- present people in a dehumanising manner;
- feature dead bodies or dying people.

RELATED RESOURCES

This policy should be read in conjunction with the:

- AMS Privacy Policy
- AMS Safeguarding Policy
- AMS Conflict of Interest Policy
- AMS Complaints Handling Policy
- AMS Financial Wrongdoing Policy
- ACFID Code of Conduct (Quality Principle 8)
- ACFID Fundraising Charter

MONITORING & REVIEW OF POLICY

AMS will undertake a review of this policy in accordance with the AMS Policy Review Process as it appears in the *AMS Operations Manual* or sooner if required. This audit will be undertaken by the Chief Executive Officer and reviewed by the AMS Board of Directors.

AUTHORISATION



Signature of Board Secretary

MICHAEL SINCLAIR

Name of Board Secretary

25 JUNE 2021

Date of approval by the Board