

Fundraising Policy and Procedures

Grameen Foundation Australia is committed to ensuring that fundraising activities are carried out in an ethical manner.

Grameen Foundation Australia does not carry out, and is opposed to, any fundraising practices that try to pressure or deceive the public or that target vulnerable people. Comments, attitudes and conduct that are demeaning or disrespectful to members of the public are not acceptable.

The Organisation understands that public trust is vital to the sector's mission and that transparency and accountability to donors, stakeholders and government agencies is essential.

Grameen Foundation Australia supports transparency and public accountability, as demonstrated by membership of the Australian Council for International Development (ACFID), and its requirement for members to abide by the Code of Conduct.

Grameen Foundation Australia is endorsed in Australia by the Australian Tax Office (ATO) as a Deductible Gift Recipient (DGR) and can receive philanthropic gifts including endowed or expendable bequests, real estate, life insurance policies, and collections of special interest.

Policy Outline

- Fundraising activities carried out by the Organisation complies with all relevant laws and regularity requirements.
- Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
- All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the stated mission and purpose.
- All personal information collected is confidential and is not for sale or to be given away or disclosed to any third party without consent.
- Nobody directly or indirectly employed by or volunteering for the Organisation shall accept commissions, bonuses or payments for fundraising activities on behalf of the Organisation.
- No general solicitations shall be undertaken by telephone or door-to-door.
- All major fundraising activities must have the prior approval of the Board, as recorded in meeting minutes.
- Fundraising activities should not be undertaken if they will expose the Organisation to significant financial risk or if they may be detrimental to the good name or community standing of the Organisation.
- Financial contributions will only be accepted from companies, organisations and individuals the Board considers ethical.
- A report on fundraising will be prepared by a representative of the fundraising sub-committee for inclusion in the Organisation's annual report.

The Board is responsible for the implementation and review of this Policy. All Board members, staff members, volunteers and contract staff are responsible for adhering to this Policy.



Fundraising Standards

- The Organisation does not employ or condone methods that target vulnerable people or apply coercive pressure.
- Privacy Law is applied to all data and records for fundraising.
- Information about the Organisation's fundraising methods is available to members of the public, journalists, supporters and others with a legitimate interest.
- Fundraising strategies and costs are reviewed regularly, and the Organisation monitors the conduct of staff, volunteers and others involved in fundraising on its behalf.
- All staff are required to comply with the Fundraising Institute Australia (FIA) Principles & Standards of Fundraising Practice, the ACFID Code of Conduct, relevant Organisation policies, as well as all relevant state and federal regulations. Any alleged or confirmed breaches of good conduct are taken seriously and investigated.

Grameen Foundation Australia's Fundraising Policies and Procedures are underpinned by the following:

- Fundraising Institute Australia (FIA) Principles & Standards of Fundraising Practice
- Australian Council for International Development (ACFID) Code of Conduct
- Australian Tax Office (ATO)

Review and Evaluation

The Board is responsible for oversight of this policy. All board members and staff members, volunteer and contract staff are responsible for adhering to this policy.

Senior Management will undertake an annual review of this policy in line with Grameen Foundation Australia's organisational capacity, the policy purpose stated, and within the framework of the Organisation's commitment to quality assurance and continuous improvement. The updated policy will require formal Board approval and will be communicated to all staff for review and re-signing if applicable.