

Fundraising Donations and Ethics Policy

1. Our Policy Statement

The Hamlet Centre Trust is dedicated to improving the quality of life for children, young adults and families affected by disability, profound or complex health needs and/or life limiting conditions. Fundraising and receipt of donations are integral to achieving our aims. We will take all steps to ensure that there is no conflict between raising additional income in this way and our core values as set out in the Hamlet Centre Trust Charter

2. Purpose of this policy and why we have it

The Hamlet Centre Trust aims to develop and maintain a broad base of different sources of funding following the guidelines suggested by the Fundraising Standards Board and the Institute of Fundraising whilst also ensuring that the ethics and ethos of the Trust are not compromised or diminished in any way.

Staff and volunteers alike will follow the principles of this policy and accompanying procedures and guidelines to ensure that our fundraising behaviors as an organization remain consistent therefore encouraging, maintaining and developing desirable relationships of benefit to the charity and the people we support.

3. Scope of the policy

The policy will apply to all members of staff, volunteers and Trustees; anyone that Hamlet contracts with to support our fundraising strategy; as well as those individuals and or organizations intending to fundraise or donate funds to the Hamlet Centre Trust.

3. Fundraising Ethics

We actively seek opportunities to work together with external organisations and individuals to achieve shared objectives. However it is vital that we maintain our

independence and do not allow any external partnership to bring our name nor reputation into disrepute.

The Hamlet Centre therefore accepts financial support from and works in partnership with companies and individuals on the following conditions.

- There are strong grounds for believing it will result in a benefit to the charity and its service users.
- The CEO and Trustees are satisfied that no adverse publicity will result from accepting such support.
- There is no attempt on the part of any company or individual to influence trust policy or actions either explicitly or implicitly.
- That initiatives do not compromise the independent status of the trust.
- That no individual or group of service users are exploited either directly or indirectly by the fundraising activity

Marketing; affinity marketing and product/service endorsement:

- The Hamlet Centre does not endorse or approve products and services of any company. A statement to this effect will be included alongside any branding or promotion associated with products and even where an opinion of trust endorsement has been assumed (either accurately or inaccurately) the sponsorship and/or support received from the organization/individual can be freely terminated by the trust immediately.
- The Hamlet Centre Trust will not promote any products or services knowingly linked with anything irrelevant to or in opposition of its ethics and/or charter.
- The Hamlet Centre Trust will not share access to our database, client information or beneficiaries.

Avoidance Criteria: The Hamlet Centre Trust may refuse to accept financial support or enter into partnerships with companies involved with but not limited to the following activities:

- The manufacture or sales of Tobacco products.
- The sale or production of pornographic materials.
- The sale or production of goods that could be interpreted to be in conflict with the image of the trust
- An Individual and/or organisation whose reputation has been brought into disrepute via the public domain or media.
- A politically, racially or religiously motivated individual and/or organisation whose ethics clearly oppose those of the trust.

Acceptance Criteria: When deciding to accept any particular donation, the CEO and Trustees have a duty to demonstrate to the Charity Commission that they have acted in the best interests of the Charity, and that the association with any particular donor does not compromise the Hamlet Centre Trust's ethical position, harm its reputation or put future funding at risk. The trust complies with all relevant legislation including the data protection act, money laundering rules, the bribery act; and Charity Commission, including guidance on terrorism and political activity.

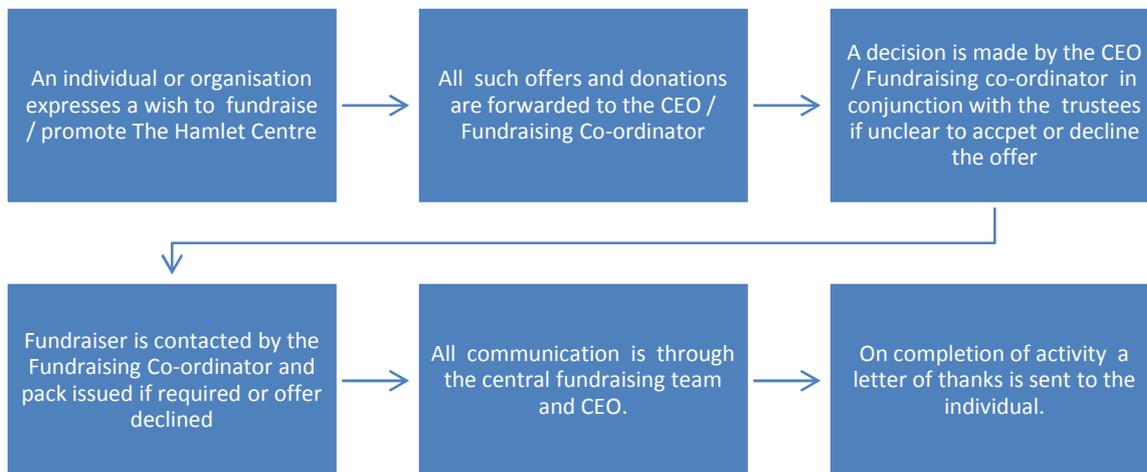
The Hamlet Centre Trust would therefore not accept any of the following where the donation:

- Was known to be associated with criminal sources
- Would help further the donor's personal objectives, which conflict with those of the Hamlet Centre Trust.
- Would lead to possible decline in support for the Hamlet Centre Trust, and so risk a fall in funding for our cause.
- Would otherwise significantly damage our reputation.
- May harm relationships with partners, donors or stakeholders

4. Implementation and Monitoring

- **We will have procedures and guidelines to accompany this policy**
- **We will ensure that all staff are made aware of this policy**
- **Trustees will receive regular reports about fundraising and donations. These will include details of any instances where donations or offers of fundraising have been refused**

Appendix 1 Fundraising Procedures



5. Publicity and Marketing Guidelines:

All offers of publicity or marketing by a third party must be passed to and approved by the fundraising team to make a decision on how to proceed according to the procedure for fundraising (above)

Date approved by the Board 10th February 2014

Date for review 1 years

Person responsible for this policy: CEO