



ETHICAL FUNDRAISING POLICY

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Policy Version	2

PURPOSE

The purpose of the No Roads Expeditions Foundation's (NREF) Ethical Fundraising Policy is to define the foundation's position on fundraising practices, acceptance and management of donations, the conduct of fundraising activities/campaigns and to document the standards expected in raising funds from donors. This policy ensures that the foundation does not compromise its Vision, Mission or Values, has no detrimental impact on beneficiaries or is unlawful when raising funds.

No Roads Expeditions Foundation seeks funding and support from individuals, businesses, the community, trusts, foundations and government in order to achieve its Mission and Vision. The foundation is committed to the highest ethical fundraising standards with donors.

No Roads Expeditions Foundation is endorsed as a Deductible Gift Recipient (DGR) by the Australian Taxation Office (ATO) to accept tax-deductible gifts of money and property in Australia.

SCOPE

This policy applies to all fundraising activities conducted on behalf of No Roads Expeditions Foundation by our Board Directors, employees, volunteers, corporate partners, businesses and/or suppliers. Fundraisers may be staff, contractors, businesses, Board Directors, brand ambassadors, the general public and/or volunteers.

1. Acceptance of a Donation

A donation is either of cash, in-kind, material goods or property. No Roads Expeditions Foundation will process donations in a timely manner and will issue a receipt upon acceptance of a donation.

If a donation is deemed to be a reputational risk, the No Roads Expeditions Foundation's Governance Committee, through assessment and investigation, will decide whether the gift or partnership should be accepted.

No Board Director, staff, contractor or volunteer engaged in the foundation's fundraising activities, accepting or receipting of donations must

- a. Negotiate or receive favours or bribes for personal gain
- b. Avoid any real or perceived conflicts of interest. Any conflict of interest should be brought to the Chief Executive Officer or Chairperson as soon as the conflict is realised.

Repeated donations, regular giving or multi-year partnerships must be reviewed on a regular/yearly/contractual basis, to ensure that any areas of concern that may have arisen since the previous assessment and decision was carried out, is reviewed and appropriate action taken.

2. Donation Refusal

No Roads Expeditions Foundation reserves the right to refuse donations or terminate partnerships without reasons being provided; where the activities of the individual or organisation/business conflict with the foundation's Vision, Mission, Values or Constitution. No Roads Expeditions Foundation has absolute discretion to decline a donation. The Chief Executive Officer is authorised to accept or refuse a donation, and in consultation with the Treasurer and/or Chairperson when

- a. There is reason to believe that the donor is in vulnerable circumstances or lacks the capacity to make a decision to donate

- b. The donation comes with conditions that would limit the foundations capacity to achieve its Mission, Vision or Values
- c. There are real or apparent conflicts of interests
- d. The donation would harm the brand or reputation of the foundation
- e. The donations are known to be the proceeds of criminal activity or obtained by illegal means
- f. The donations that have come from business proceedings that defy basic human rights.

Where an offer of a donation is not accepted, the Chief Executive Officer, in consultation with the Treasurer and Chairperson, will determine the most respectful and professional manner to communicate to the donor.

3. Avoiding Partnerships

The foundation will preclude partnerships or donations involving the following

- a. Potential partners who fail to implement basic labour rights as set out in the Fundamental United Nations legislation eg. avoidance of child labour
- b. Any association with criminal sources and/or illegal activity
- c. Where the fundraising activity is in breach of fundraising regulations
- d. Political Parties, Political Organisations or Institutions who are linking the donation to their political views/objectives
- e. Tobacco manufacture
- f. Companies generating their primary revenue from the sale of pornography
- g. Gambling
- h. The sex industry and products of the sex industry
- i. Partners or donors whose policies or commercial objectives conflict with any of the foundation's Mission, Vision or Values
- j. Partners or donors who have links to an oppressive regime
- k. Partners or donors which will have a negative impact on our brand and reputation.

4. Our Donors

No Roads Expeditions Foundation respects all our current and prospective donors and

- a. Promptly and courteously comply with a supporter's decision to not make a donation
- b. Request to not receive any future communications, and understand their privacy rights to opt out and unsubscribing from all or specific communication sent by the foundation
- c. Request to be contacted at a more convenient time or by a different method
- d. The foundation will ensure all privacy laws are adhered to and appropriate security measures are established regarding the collection of donors personal information
- e. Donor's wishing to be considered as an anonymous donor will be respected
- f. Transparently declare fundraising costs, fees and expenses and the way funds are raised
- g. All donors will have access to the foundation's Annual Report and Financial Year Statements
- h. It is important for a donor to be acknowledged appropriately. Therefore, all donations will receive a receipt and thank you email. However, for major gifts
 - a. Single donations between \$1,000 and \$10,000 the Chief Executive Officer will contact the donor
 - b. Any single donation above \$10,000 a Board Director will contact the donor
 - c. Any donation over \$15,000 the Chairperson will contact the donor.

5. Donor Confidentiality

- a. All donor information collected by the foundation is confidential and is not for sale, or to be disclosed to a third party.
- b. Any volunteer who might have access to donor information as part of their tenure will sign a confidentiality agreement. Any volunteer requiring access to sensitive information may be required to undergo a Police Check.
- c. NREF is bound by the Australian Privacy Act 2001 and the Australian Privacy Principles 2014 and will responsibly and compliantly handle information regarding donors (see Privacy Policy).
- d. Any computer file kept on the internet that contains information about donors is protected by passwords and aligned to the Information Technology Policy.

6. Refunds

Any request for refund of a donation by a donor, will be considered and determined on an individual basis. All refund requests must be made in writing to the Chief Executive Officer by the donor. When a request for a refund is received, an assessment of the reason given will be considered by the Chief Executive Officer and the Treasurer. Some refunds will be considered automatically including

- a. The donor is currently experiencing financial or personal hardship
- b. A transactional error has been made by No Roads Expeditions Foundation when inputting the donation into the system
- c. A donor has experienced a cyber-attack and their banking information has been illegally obtained or used
- d. The donor decides in the first two weeks of the donation that No Roads Expeditions Foundation is not worth donating to and can give clear written reasoning for their change of mind.

In all other cases of refunds, the request will be sent to the No Roads Expeditions Foundation's Board for discussion and decision.

When a refund is applicable, the donor will be reimbursed within two weeks of the decision, unless the money has not been received by the foundation due to a third-party finance/transaction company.

7. Fundraising Campaigns and Material

All fundraising campaigns and material will

- a. Be accurate and transparent representation of the situation, in a respectful manner and shall be truthful and non-deceptive for example material omissions, exaggerations, misleading portrayal of beneficiaries or visual portrayals and/or overstating either need or likely outcome will be avoided
- b. Include all legislative fundraising requirements eg name, address, ABN
- c. Not contain representations that are demeaning, discriminatory or pornographic
- d. Only portray people in images or stories if informed consent is obtained, and in the case of children, from their parents or guardians, and in particular do not show children in a naked or sexualised manner
- e. Not identify and endanger the people that feature in the campaign
- f. Ensure monies raised via fundraising activities will be for the stated purpose of the appeal
- g. Safeguard solicitation of funds to be carried out in a respectful manner and without pressure
- h. Make sure that all images and messages used for fundraising will not feature dead bodies or dying people
- i. Not claim or imply that professional fundraising activities are carried out at no cost.

8. Corporate Partnerships and Sponsorship Programs

Unlike a donation, a sponsorship or corporate partnership yields a direct benefit of goods or services for the sponsor. Sponsor benefits include event signage, marketing and communication circulation, digital promotion, logo usage and acknowledgment in the foundation's community. The money received for the partnership is not a donation.

For the foundation's business, fundraising principles also apply to sponsorships. No Roads Expeditions Foundation establishes clear expectations with sponsors through contractual agreements, engagement and reports.

NREF is committed to advocating its Vision, Mission and Values, and is extremely cautious on brand reputation and partnerships that positively align with the No Roads Expeditions Foundation brand. Therefore, the foundation may decline sponsorships where there may be a conflict of interest or that may lead to adverse brand consequences. In addition, any proposed sponsors should have an appropriate public image and product.

9. Other Types of Donations

There are other types of donations that require definition and how the foundation will manage them. They include

- a. Benefits - include favoured treatment, privileged access (financial or otherwise) or other advantage offered to an individual of the foundation. They may include invitations to events, access to discounts and loyalty programs. It is important to note, the recipient should not be influenced by the giver, that results in the foundation's brand or reputation being compromised in any way.

- b. Gifts - are free items or services. These include items of high value (e.g. artwork, travel tickets, jewellery or expensive items) or low value (eg. bunch of flowers, alcohol or chocolates) and services (eg. trade work or free services).
- c. Hospitality - includes the friendly reception and entertainment of guests by a donor. Hospitality may include expensive restaurant meals and sponsored entertainment, travel and accommodation. This does not include hospitality arrangements that are a part of a service agreement or contract.

All items mentioned above are the property of No Roads Expeditions Foundation and not the recipient. The Board will decide what to do with these types of donations.

All items under the above categories will be documented in a Fundraising Gift Register for transparency, compliancy and financial auditing purposes.

10. Legal Obligations

- a. Fundraising activities carried out by No Roads Expeditions Foundation will comply with all relevant Victorian and national legislation. The foundation will hold the appropriate fundraising licences in all states where applicable and necessary.
- b. No Roads Expeditions Foundation will be registered with Consumer Affairs Victoria as a fundraiser.
- c. Before any bequests involving real estate is obtained, legal advice and due diligence will be carried out, by the foundation's lawyer.
- d. All fundraising revenue, expenses and reports will comply with national accounting and fundraising standards.