

## Camden Giving Ethical Policy

Date Created: 04/06/2020

### Purpose of Policy

This policy is to ensure that our staff and trustees take a consistent ethical approach across the accepting or refusing donations, working with external organisations and to ensure that we work in accordance with charity law and regulatory requirements.

### Introduction

Operating ethically and transparently is an important value of Camden Giving. We apply a logical but flexible approach to decisions in relation to our operations including fundraising, volunteering and employment. All employees and volunteers representing the charity are responsible for operating in line with this ethical statement as it is an approach which shapes and influences all the activities of the charity.

### Our Approach

This policy applies to all that we do as an organisation including but not limited to: any form of partnership, contractual relationship, service delivery, acceptance of funding (grants, donations, legacies), in-kind support, investments, volunteering support with external partners, donors, supporters who assist us in achieving our charitable aims and objectives. We are committed to ensuring our relationships with donors and supporters are transparent and honest and any legal terms and/or agreements are clearly defined and recorded.

The charity commits to ensuring, its relationships are transparent and honest and all funding, sponsorship or advertising arrangements with companies are clearly defined and recorded. Wherever possible, the charity commits to ensuring our partnerships with companies are governed by relevant legal agreements and contracts. Volunteering should be in line with our mission, see also Camden Giving's Volunteering Policy.

### Fundraising

Camden Giving has signed up to the Fundraising Regulator and abides by the Fundraising Code of Practice. In addition, we submit annual accounts and returns to the Charity Commission and our accounts are audited by a registered auditor.

We balance developing relationships with existing and prospective donors, to make sure that we have enough money to be able to do the work we need to do, with whether it is right for us to not accept certain donations, or to return those that have already been gifted. As a charity we have a duty not to decline opportunities for funding which will help us achieve our charitable objectives without good reasons for doing so and should only be refused in exceptional circumstances.

Camden Giving staff will review each opportunity for receiving a donation by analysing the risks of accepting a donation and balancing this against the benefit or detriment that will be obtained. If a situation arises where there is uncertainty about the suitability of collaboration with a company or

association with a service or product or presents an ambiguous situation, caution will be exercised in all cases and due diligence should be completed, to allow an educated decision to be made. If staff consider donations, partnerships or collaborations to not be meeting our charitable purposes, trustees will be informed and will decide on which course of action to take that will be in the charity's overall best interests.

Risks to consider:

1. Loss of public trust
2. Conflict with the charity's ethics
3. Donations from vulnerable people to ensure that people are not exploited
4. Donations that are a result of illegal activity or modern slavery

Trustees will balance Camden Giving's mission against social and reputational risks on a case by case basis.

In all activities Camden Giving staff and Trustees will comply with the spirit and the letter of the law. We will comply with the Charity Commission and Fundraising Regulator best practice in all cases. In addition, a careful record will be kept of the decision to refuse a donation in the '*Donation Refusal Register*', recording when the decision was reached, who communicated the decision and the reasons why.

Anonymous donations will be considered and if they exceed a value of over £25,000, due to it being considered as an unverified or suspicious donation, will be reported to the Charity Commission as a serious incident. Unsolicited donations like this will be reviewed within 5 working days so staff can decide if the donation requires reviewing.

### Definitions

**Donation** a gift that is given to a charity, especially a sum of money, but also includes investment, property, in-kind support and services.