

Policy Name: Ethical Fundraising Policy Policy No: 107

BOARD Approval Date: 14/05/2025

Review Date: As required

QB Policy Framework Area Reference: 9. Charitable Frameworks

This policy applies to Quantin Binnah Community Centre; herein to be referred to as The Organisation or The Service.

NQS

QA4	4.2	Professionalism	Management, Educators, and staff are collaborative, respectful and ethical
	4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships

National Regulations

Regs	168	Policies and procedures are required in relation to health and safety
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1. Policy Statement

The Board of Governance at Quantin Binnah is committed to ensuring that fundraising activities are carried out in an ethical manner and that they are aligned to our organisation purpose, values and philosophy. Quantin Binnah will implement ethical fundraising by prioritising honesty, respect, and integrity in soliciting donations, ensuring both donors and beneficiaries are treated fairly and with respect. Quantin Binnah will be transparent about the cause, how donations will be used, and in reporting on their impact.

2. Who is affected by this policy?

Vulnerable people, which can include:

- children
- seniors
- people living with impaired intellectual or physical functioning
- people living with mental health issues
- people living in family violence situations
- people from a low socio-economic background

<https://qbcc123.sharepoint.com/sites/QBPolicies/Shared Documents/QB Policies/Ethical Fundraising Policy - QBCC 107 14.05.2025 - v.1.1.doc>

- people who are Aboriginal or Torres Strait Islanders
- people who are not native speakers of the local language
- people with low levels of literacy or education
- people subject to modern slavery, which involves human exploitation and control, such as forced labour, debt bondage, human trafficking, and child labour.

In addition to Vulnerable people which are not limited to QB's services; can also include:

Board Members
Management
Employees
Contractors
Volunteers & Students
Stakeholder Partners
Suppliers
Families
Community Members

3. Related Policies

Charities and Risk Management Policy
Code of Conduct Policy
Code of Ethics Policy
Conflict of Interest Policy
Financial Control of Charities Policy
Fraud Risk Management Policy
Governance Policy
Management of Food Donations Policy
Philosophy Policy
Privacy and Confidentiality
Record Keeping and Retention Policy
Safeguarding Vulnerable People Policy
Transparency and Accountability Policy
Volunteers Policy
Work Health and Safety Policy

4. Implementation

4.1 Purpose

The purpose of this policy is to identify Quantin Binnah's position on fundraising practice and how to document the standards expected in raising funds from the community.

4.2 Principles of Ethical Fundraising

Quantin Binnah will strive to adhere to the following 4 principles of ethical fundraising:

4.2.1 Honesty and Transparency

- Truthfulness: Quantin Binnah will ensure fundraising materials and communication are truthful and accurate, avoiding misleading information or exaggerations.
- Clear Messaging: Quantin Binnah will safeguard the intended use of any donations, and our organisation's identity (including name, address, and ABN) will be clearly stated in any transaction.
- Transparency: Quantin Binnah will ensure Donors are kept informed about how their donations are used and the impact they are making.

4.2.2 Respect and Integrity

- Beneficiary Integrity: QB will only accept financial contributions from companies, organisations and individuals that have value alignment to QB's organisational purpose.
- Respect for Donors: Quantin Binnah will respect the choices and wishes of its donors and will not engage in inappropriate pressure or manipulation.
- Legal Integrity: Quantin Binnah will ensure it acts with integrity, following all relevant laws and regulations.
- Due Diligence: Quantin Binnah, will conduct thorough due diligence when involving third parties, to ensure ethical practices are maintained.

4.2.3 Accountability and Responsibility

- Responsible Use of Funds: Quantin Binnah will demonstrate/report on how donations are used effectively and efficiently, providing updates on their impact.
- Accountability: Quantin Binnah will ensure accountable for its actions, decisions, and results, demonstrating transparency and responsibility.

- **Beneficiary Respect:** As a priority, Quantin Binnah will consider the needs and dignity of those receiving support and treat them with respect and dignity.

4.2.4 Avoidance of Conflicts of Interest

- **Moral Stewardship:** As a fundraiser, Quantin Binnah will act as a moral steward of all funds entrusted, avoiding where possible any conflicts of interest or the appearance of a conflict. By adhering to these principles, our fundraising efforts will build trust and foster long-term relationships with donors and beneficiaries, promoting ethical and effective philanthropy.

4.3 Fundraising Practice

4.3.1 Quantin Binnah's overarching guiding fundraising principle is to support an ethical charitable fundraising practice to ensure the funds raised are specifically applied to its charitable purpose.

4.3.2 In doing so, Quantin Binnah will adhere to the following standards:

- Fundraising activities carried out by Quantin Binnah will comply with all relevant laws.
- Fundraising activities will only be conducted in locations where Quantin Binnah is permitted by law to conduct those activities. Any fundraising activity carried out online will be conducted from a location where Quantin Binnah is permitted to conduct fundraising. If Quantin Binnah's fundraising campaign is broader than the State in which it is authorised to fundraise, Quantin Binnah will consider whether further permissions are required.
- Any communications to the public made while carrying out a fundraising activity shall be truthful and not deceptive or misleading.
- Fundraising activities will be undertaken in a manner that affords care and respect to the people in the community that the funds are intended to assist. Conduct that will ensure this standard is met includes, but is not limited to:
 - Seeking permission for the use of beneficiary images and/or personal information.
 - Consultation with beneficiaries to ensure they are being represented as they wish to be.
- Conduct that will be avoided to ensure this standard is met includes, but is not limited to:
 - Highlighting or focusing on the impairment, dependency or disability of a beneficiary.
 - The use of disparaging language or imagery regarding the beneficiary.
 - Stating or implying a falsehood regarding a beneficiary.

- Fundraising material will clearly state the purpose for which the fundraising appeal is being conducted and will include a statement that, if the funds raised exceed the amount needed for the stated purpose, those funds will be applied in accordance with Quantin Binnah's stated mission and purpose.
- All monies raised via fundraising activities will be applied in accordance with the statements included in fundraising material.
- Any restriction placed by a donor on the use of donated funds will be respected, or the donation returned.
- Quantin Binnah will report to its members, stakeholders, and donors on the outcomes of fundraising activities and on the expenditure of these funds.
- All personal information collected by Quantin Binnah is confidential, is not for sale or to be given away or disclosed to any third party without consent and will otherwise be handled in accordance with applicable law.
- Anyone directly or indirectly employed by or volunteering with Quantin Binnah is not permitted to accept any commission, bonus or payment for fundraising activities on behalf of Quantin Binnah.
- No general solicitations shall be undertaken by telephone or door-to-door.
- Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of Quantin Binnah
- Financial contributions from companies, organisations and individuals that the Board has reason to consider unethical will not be accepted. Companies and organisations specifically excluded from making financial contributions to Quantin Binnah include pharmaceutical/gambling/tobacco/alcohol companies.

4.3.3 Any employee or volunteer breaching these standards shall be subject to applicable sanctions.

4.4 Board Members

The members of the Board of Governance for Quantin Binnah are responsible for:

- a) Ensuring that Quantin Binnah uses appropriate and effective means to fundraise in an ethical manner.

- b) Ensuring that Quantin Binnah observes all relevant laws relating to fundraising and to its charitable purpose.

4.5 CEO

The Chief Executive Officer of Quantin Binnah will:

- a) Ensure Quantin Binnah has effective and appropriate ways to manage legal compliance in relation to fundraising.
- b) Ensure that reports to external parties are made where required.

4.6 Managing and Safeguarding Risk

Quantin Binnah will manage the risk in ethical fundraising by:

- a) Maintaining a register of Quantin Binnah's legal obligations in all the jurisdictions in which it operates.
- b) Having an action plan including risk assessments that sets out how it will manage ethical fundraising.
- c) Implementing policies, procedures and systems that introduce controls to reduce the likelihood and consequence of inappropriate practices.
- d) Conducting awareness-raising for stakeholders on risks, expectations, and individual responsibilities during any fundraising activities.

4.7 Fundraising Subcommittee

- 4.7.1 It is recommended that the Board instigate a Fundraising Sub-Committee to oversee the major fundraising tasks. The Fundraising Sub-Committee will report regularly to the Board, including tabling of meeting minutes at Board meetings.
- 4.7.2 All fundraising activities must have the prior approval of the Board, as recorded in Board meeting minutes.
- 4.7.3 A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to Quantin Binnah. Fundraising activities should not be undertaken if they will expose the organisation to significant financial risk.
- 4.7.4 The Fundraising Sub-Committee will be the first point of reference for any complaints about Quantin Binnah's fundraising. The Sub-Committee will conduct a preliminary investigation into the complaint and report its findings to the Board.

4.6 Privacy and Data Protection

All personal information considered or recorded will respect the privacy of individuals involved unless there is a risk to someone's safety. Quantin Binnah will protect personal information through the application of Quantin Binnah's Privacy and Confidentiality Policy.

5. Sources

Justice Connect, Not-for-Profit, The National Fundraising Principles, 2024
Our Community Policy Bank – Ethical Fundraising Policy Template April 2021

6. Review

The policy will be reviewed as required. Review will be conducted by:

- Board of Governance
- Management
- Interested parties

Document Version Control:

No.	Date	Status
1.0	23/04/2025	New policy
1.1	29/04/2025	Minor Amendments
1.1	14/05/2025	Approved by Board