

1. Background and rationale

Age UK Nottingham & Nottinghamshire (Age UK Notts) acknowledges the support and generosity of its donor and sponsors which enables the charity to carry out its work for the benefit of our local communities and charity beneficiaries.

We understand that the charity's ethical standards impact on fundraising and the receipt of gifts is something donors and gift givers should be entitled to expect from us and this policy outlines those standards in order to maintain the trust and respect currently accorded to Age UK Notts by its donors, supporters and beneficiaries.

This policy is designed to provide a framework for Trustees and staff to enable them to make clear and consistent decisions regarding the soliciting, acceptance or refusal of donations and/or gifts and the offers of association. This may, on occasion, result in a donation of gift being refused and in such cases, we will act with the utmost integrity, discretion and confidentiality and respect the dignity of the donor.

We are registered with the Fundraising Regulator and will comply with the Fundraising Regulator's **Code of Fundraising Practice**:

<https://www.fundraisingregulator.org.uk/code>

This Policy has been developed in recognition of the best interests of the charity, its staff, volunteer and beneficiaries.

2. Fundraising and receipt of gifts

We rely on effective fundraising to generate the resources needed to achieve our charitable aims and objectives. Fundraising is highly visible and is one of the principle influences on the public perception of charities. We recognise that all fundraising and receipt of gifts should comply with the most rigorous standards and be responsible, effective, efficient and in line with our Values.

3. Roles and Responsibilities

The ultimate responsibility for decisions about fundraising and receipt of gifts rest with the Trustees of the charity. For day-to-day purposes, decisions will be delegated to the Senior Leadership Team and overseen by the Board according to agreed protocols and informed by the relevant Policies, procedures and legal requirements:

- Charity Commission guidance CC3 – The Essential Trustee: What You Need to Know
- Charity Commission guidance CC20 – Charities and Fundraising

3.1 The charity has an obligation to raise funds in the best interests of the charity and our presumption will be that all donations or gifts will be accepted except where there are good grounds to believe acceptance would not be in

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our best interests. Factors which impact the decision to refuse a donation of gift include:

- Proceeds from an illegal activity
- Conflict with our Values, Vision and Mission
- Acceptance would be counter-productive, such as adversely affecting our brand, image, reputation
- Impact on other potential funding sources
- A donation or gift which amounts to an onerous benefaction
- Causes a breach of any existing contractual obligations
- A 'tainted donation' (according to HMRC guidance on relievable charity donations and our Anti-Fraud, Bribery and Corruption Policy)

3.2 These factors also pertain to decision regarding the solicitation of funds, gifts or sponsorship for the charity.

3.3 Decision on acceptance or refusal of donations or gifts must not be affected by personal political or commercial interests nor by personal views on political or ethical issues which are not directly related to the work of Age UK Notts (whether those views represent the majority view of the Board of Trustees). All decisions about acceptance will be based in our Values, Mission, Beliefs and operational policies.

4. Donations and gifts from different sources

We do not currently restrict our fundraising to specific companies, sectors, countries or markets in order to comply with our ethical policies outlined in section 3.1.

4.1 We do not limit our fundraising relationships to organisations which have equality and diversity policies. We welcome the opportunity to influence and encourage organisational donors to review their thinking about older people and will try to use the fundraising relationship to contribute to our wider aims of supporting the full and vital acceptance of older people within our society.

4.2 Should we refuse a donation from a particular organisation on ethical grounds, we will not seek to solicit the support of individuals from within that organisation. (Should individuals make an unsolicited donation or gift then it will be accepted as if from anywhere else provided there is no organisational involvement with the donation or gift, which would preclude payroll giving).

5.0 Association with other organisations

5.1 We welcome opportunities for association with organisations which want to contribute to our work for the wellbeing of older people in a mutually beneficial manner which will be governed by this Policy.

5.2 In developing a relationship with a donor or sponsor we will only enter into relationships which align with our Values, Mission and Beliefs in the best interests of our charity and beneficiaries.

5.3 We will be mindful of seeming to endorse a company, product or service in relationship with a fundraising or sponsorship relationship. We will retain

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editorial rights on any on-pack, point-of-sale or other promotional materials in order to preserve our independence and ensure the use of our name and brand does not misinform or mislead people. The best interests of the charity and its beneficiaries will remain paramount.

6.0 Receipt of gifts or other benefits by staff, Trustees or volunteers within Age UK Notts

Trustees, staff and volunteers must derive no personal benefit, individually or collectively from the donations, loans, gifts or other material support given to the charity (with the exception of Small Gifts, outlined below).

Trustees, staff and volunteers will be expected to declare and register any interest which may be, or perceived to be, in conflict with the best interests of the charity, including an obligation to declare any small gifts.

7.0 Receipt of Small Gifts

Any person working for or representing Age UK Notts as a volunteer is generally expected to provide their services for the benefit of the charity's beneficiaries. As a charity, this service is either paid for or given freely and not in exchange for additional gifts. We consider that accepting gifts may be unethical as the person giving a gift may expect either a favour in return, attempt to exert undue influence over future conduct or decisions or create a sense of gratitude or indebtedness which could affect the relationship with the gift giver.

We recognise that extravagant gifts can be a disguise for attempts at bribery (which is subject to the Anti-Fraud, Bribery and Corruption Policy).

7.1 We understand that sometimes hospitality may be offered as part of normal business circumstances (such as lunch or refreshments at a conference) or given by an especially grateful and/or generous service user/beneficiary. We deem that there are some circumstances which may be accepted and provide guidance in this Policy to ensure appropriate decisions are made.

- Small non-cash gifts may be accepted up to the value of **£25** (flowers, chocolates, diaries etc) IF the gift is:
- Unsolicited, and the gift giver must be thanked and reminded that gifts are not expected as part of our service
- The line manager / supervisor is informed of the gift and it is registered according to protocol
- All gifts and tips received in the course of employment are taxable by HM Revenue and Customs (although very small gifts such as a shared box of chocolates are not of concern to HMRC)
- The recipient recognises it is their responsibility to notify HMRC of any gifts and tips received

7.2 Line managers will monitor the types and frequency of gifts and may investigate further if they appear excessive or frequent to guard against the possibility of abuse or the formation of an unhealthy relationship between the gift giver and staff member / volunteer.

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7.3 Gifts of any amount of cash, or items with a value of greater than £25 must **NOT** be personally accepted. If offered, the gift giver must be informed that cash will be donated to the charity, or that any higher value gift will be used as raffle prizes for fundraising activities or in some other legitimate way. Should the gift giver not wish that to happen then the gift **MUST** be politely declined. This guidance applies also to gifts which are delivered directly to the staff member or volunteer. (Donations can be taken to either of the charity shops (Sutton in Ashfield or West Bridgford, and also deposited at The Lifestyle Centre (within Advantage Mobility) in the Meadows).

7.4 Managers must be informed of gifts over £25 and/or monetary donations and a record entered into the Gift Register (all details can be found on the Oracle). Details will include date, donor, item and how the gift has been used – this information enables the charity to provide accurate information on how the gift benefited the charity. The Manager will issue a letter of thanks.

7.5 Cash will be banked according to procedures within the Financial Management Procedures and a letter of thanks generated for the donation.

7.6 Under NO circumstances should a staff member or volunteer bank any donations intended for the charity into their own bank account prior to it reaching the charity. Any donations must be kept separate from personal cash. Cash donations must be taken to one of the charity's buildings for recording and banking according to the agreed Financial Management procedures as soon as possible. Line managers and finance **MUST** be informed about the donation at the time of receipt.

8.0 Other forms of donations

8.1 Donations of goods to our charity shops will not normally automatically generate a letter of thanks but managers and staff within the shops have the option to send one.

8.2 Legacies make a real difference to our charity and we are always grateful that people think of us at the end of their lives. A beneficiary or service user may wish to leave a bequest to an individual staff member or volunteer. We do not support or encourage this as it falls outside of our professional boundaries and have the potential to create a conflict of interest and/or could bring the charity into disrepute. If the notion of a legacy arises, the staff member or volunteer must:

- Inform their line manager (or, if the person offering the legacy is the line manager, then notify their line manager)

8.3 If the service user leaves a legacy anyway as a result of the work carried out by the charity, then the staff member or volunteer will be asked to consider donating the bequest to the charity. Line managers must be informed upon receipt of a bequest.

8.4 Small gifts may be given to the charity rather than individuals (such as a free kettle with a stationery order, or surplus toiletry stock given by a company). These gifts must be recorded in the Gift Register. Recorded

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details should include the date, donor, item and how the gift has been used. This will enable any legitimate enquiries about gifts to be answered. Gifts not immediately used may be used for fundraising purposes or in the pursuance of services delivered by the charity.

9.0 Making a complaint about fundraising or gifts

Staff members, volunteers or members of the public should feel able to raise concerns about our fundraising and gift practice should they have concerns relating to actions taken or not taken. This may include:

- Information about donors which should reasonably have been taken into account when deciding to accept support
- Information which identifies that donations have been made under duress
- Fundraising actions have caused distress or concern within the community
- Clarity on the rules of gift giving and acceptance have not been clearly explained causing distress to the gift giver

(this list is not exhaustive).

The process for raising and handling a concern is outlined in the Public Interest Disclosure / Whistleblowing Policy.

Should concerns about fundraising prove impossible to resolve within the charity the next step will be to raise the issue with the Fundraising regulator on:

www.fundraisingregulator.org.uk/complaints/make-a-complaint

10.0 Review of the Policy

This Policy will be reviewed at least annually as part of Age UK Notts' established good governance process.

Related Policies:

- Anti-Fraud, Bribery & Corruption Policy
- Code of Conduct
- Disciplinary Procedure
- Fundraising Guidance
- Public Interest Disclosure/Whistleblowing Policy
- Financial Management Procedures
- Volunteer Handbook

Related documents:

- Code of Fundraising Guidance

