



Doc ID	OO-PO-17
Version	2.0
Date	
Approved By	
Page	Page 1 of 3

Ethical Fundraising Policy

Purpose and Scope

The Board of Orthopaedic Outreach is committed to ensuring that fundraising activities are carried out in an ethical and transparent manner. The prevention of terrorism financing and money laundering is applicable to our operations within Australia as well as in all we do internationally. All Board and Committee members, staff, volunteers, contractors, and partners are expected to comply with our approach to counter-terrorism and anti-money laundering.

This policy applies to the Board, casual, permanent and contract staff and volunteers.

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

ACFID (Australian Council For International Development) Quality Principle and Commitment

Quality Principle:

8. Resource Management

Commitments:

8.2 We ensure that funds and resources entrusted to us are properly controlled and managed

8.2.1 Members can control and manage their financial resources and risks.

References

Document ID	Document Title
OO-PO-01	Policy and Program Manual
OO-PO-09	Financial Wrongdoing Policy
OO-PO-16	Financial Controls Policy
OO-PO-18	Reimbursement Policy
OO-F-14	Reimbursement Claim Form

Legislative Framework and Standards

Orthopaedic Outreach adheres to the following Australian legislation and standards:

- Commonwealth Fraud Control Guidelines March 2011
- Criminal Code Act 1995 (Part 7.3)
- Australian Government Investigations Standards (AGIS)
- Fundraising Institute of Australia Code of Conduct

In alignment with the ACFID Code of Conduct, and the ACFID Fundraising Charter, Orthopaedic Outreach is committed to minimising any risks of wrongdoing, corruption, fraud, bribery or other financial impropriety among its Board, paid staff, contractors, volunteers, and partner organisation.



Doc ID	OO-PO-17
Version	2.0
Date	
Approved By	
Page	Page 2 of 3

Policy Statement

Orthopaedic Outreach's guiding fundraising principle will adhere to the following standards:

- Fundraising activities carried out by Orthopaedic Outreach will comply with all relevant laws, with a particular focus on privacy and fraud.
- Any communications to the public made while carrying out a fundraising activity shall be truthful and non-deceptive.
- All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organisation's stated mission and purpose.
- All personal information collected by Orthopaedic Outreach is confidential and is not for sale or to be given away or disclosed to any third party without consent.
- Nobody directly or indirectly employed by or volunteering for Orthopaedic Outreach shall accept commissions, bonuses, or payments for fundraising activities on behalf of the organisation.
- 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 Orthopaedic Outreach.
- Financial contributions will only be accepted from companies, organisations, and individuals the Board considers ethical. Companies and organisations specifically excluded from making financial contributions to Orthopaedic Outreach include those from within the gambling and tobacco industries.

Authorisation

Graham Hextall

31st August 2023

Orthopaedic Outreach



Doc ID	OO-PO-17
Version	2.0
Date	
Approved By	
Page	Page 3 of 3

Ethical Fundraising Procedures

Responsibilities

The Board is responsible for the implementation and review of this policy.

All Board members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.

Procedures

The Finance and Audit Committee will oversee major fundraising tasks. The Committee will report regularly to the Board, including tabling of meeting minutes at Board meetings.

All fundraising activities must have the prior approval of the Board, as recorded in Board meeting minutes.

All fundraising materials will be clearly branded including name, address, ABN and if there is specific purpose, or contribute to general funds.

All fundraising materials will be truthful, and accurately represent the communities we connect with and the programs. Images used will have prior informed consent for their purpose, including those of children, from parents and /or their guardians.

The portrayal of affected people will be presented in such a way to demonstrate respect of their dignity, values, history, religion, language, and culture.

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 Orthopaedic Outreach. Fundraising activities should not be undertaken if they will expose the organisation to significant financial risk.

Authorisation

Graham Hextell

31st Aug 2023
Orthopaedic Outreach

Governance

This policy is reviewed by the Board on an annual basis to ensure it continues to reflect legislative requirements and Orthopaedic Outreach internal operations.