

Asia Pacific Hospice Palliative Care Network
11 Hospital Crescent
National Cancer Centre Singapore
Singapore 169610

**Ethical Fundraising Policy & Procedure**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PURPOSE**

The purpose of this policy is to ensure that the Asia Pacific Hospice Palliative Care Network (APHN) is ethical in its fundraising. This document will aid the APHN Board and staff to determine the ethical suitability of funders. Specifically, it will enable all staff and consultants whose role includes obtaining funds to determine whether or not to apply for, accept or refuse a donation from a particular donor. The principles outlined here are intended to manage organisational risk and encourage appropriate funding streams. The intention is to empower staff to increase funding by being courageous and agile, without compromising the values and integrity of APHN.

**POLICY STATEMENT**

The APHN is committed to seeking funding opportunities in order to support our ongoing work towards our vision and mission. As with all we do, in seeking these gifts it is important that our core values are upheld and that transparency, accountability and elements of corporate risk are addressed. Those core values are compassion, quality, integrity, equity and respect.

When applying for and receiving funding, the APHN must research the funding source, in order to make a judgement as to whether the source of funding presents a risk to the APHN by compromising our vision, values, strategy, ability to speak out or neutrality in political situations, represents a threat to our current supporter base or prevents us from complying with all relevant legislation and regulations.

If, in our view, a funding source potentially presents such a risk, that risk should be discussed with the Executive Director who will seek Executive Committee guidance. If there is any question about the advisability or ethical operation of any potential funding source, the Executive Committee of the APHN may undertake an ethical review of the organisation prior to accepting funding or partnership. This review shall be done by the Executive Committee of the Board of the APHN.

Where possible, the APHN will seek unrestricted donations. Restricted funds will be accepted to support programmatic activity, which has been agreed by the Board of the APHN. Private sector contributions to initiatives will, as far as possible, be used in conjunction with funds from other donors and must be given without influencing the APHN’s integrity as an independent organisation.

APHN has the right not only to accept but also to reject donations made to the organisation that may put the reputation of the organisation into question or place the organisation at risk from a legal and/or an organisational values perspective. Furthermore, to ensure that we are not acting contrary to relevant legislation such as anti-terrorism and money laundering, it is important that we are aware of where our funding comes from.

The APHN recognises that partnering with external organisations can bring significant added value to our work, but that special care must be taken to ensure that potential conflicts of interest are evaluated, and risks minimised. As a rule, the APHN will not endorse products, brands or services owned by commercial organisations.

The APHN wishes to avoid:

A. *Conflicts with our core values*

The Board of the APHN has determined that the APHN will not seek partnership with or receive funds from the following entities:

* Manufacturers or distributors of tobacco products or producers/distributors of adult entertainment.
* Any organisation where the source of funds may be illegal.
* Organizations that discriminate in any fashion.

Companies that are involved in the following industries will require extra scrutiny by the ethics review committee before consideration of funding:

* Casinos and gambling, alcohol production, weapons production.

*B. Conflicts of interest*

Pharmaceutical associations or those that do not produce essential palliative medicines may also be considered, however special care must be taken to ensure that potential conflicts of interest are evaluated, and risks minimised, particularly in the case of food and beverage, healthcare, and pharmaceutical/diagnostic industries (see Due Diligence Procedures).

Other criteria to be considered when entering into new partnerships with donors are:

* Diversification – The APHN will seek a diverse range of partners, so as not to be overly exposed to a single funding source, whether individual persons, organisations, or industries.
* Long term – The APHN will seek to establish multi-year partnerships with external partners and maintain regular evaluation of the partnerships.
* Compliance – The APHN will always ensure that funding agreements are agreed and signed in advance and that the amount, duration, indirect contribution, and purpose of the funding is clear and transparent in line with our legal, ethical, and moral obligations.

**RESPONSIBILITY /SCOPE / PERSONS AFFECTED**

Ultimate responsibility for decisions regarding the acceptance or refusal of funding rests with the trustees, who have delegated out to appointed staff. All trustees, staff and management of the APHN must act in the best interests of the organisation at all times. In making any judgment on a donation or funding source, no person connected with the APHN must allow the following to be a consideration:

● personal, political, or commercial interest

● personal political issue

● other issue not directly related to the interest of the APHN

**DUE DILIGENCE PROCEDURE**

When making a determination as to whether a funding body is appropriate under this policy to fund the APHN please use the following procedure:

|  |  |  |
| --- | --- | --- |
| **Name of Funder:** | **Researched by:** | **Date:** |
| **Ethical Funding Assessment** | **Accept or Reject** | **Notes/comments** |
| Do we have any reason to believe that the organisation'sactivities are illegal? | If YES rejectIf NO proceed with questions below |  |
| Is the organisation identified in the policy as a prohibited source of support?  | If YES rejectIf NO proceed with questions below  |  |
| Is the organisation simply passing on donations fromindividuals (e.g. staff fundraising initiative, 'in memoriam' gift), i.e. this is not a company / organisation contribution? | If YES acceptIf NO proceed with questions below  |  |
| Are the funds from a payroll / matched gift? | If YES acceptIf NO proceed with questions below |  |
| Are we aware of any reason why our association with theorganisation is likely to cause APHN any significantdamage in terms of our reputation, our ethics, or riskalienating our supporter base? | If YES, either:1) Reject, or if we wish still to consider accepting the funding, then2) Proceed to further Assessment with more detailed review by Ethics CommitteeIf NO, proceed with questions below |  |
| Are we aware, from current news, public opinion or any other source, of theorganisation being criticised for its policies - or lack of, and therefore potentially being in conflict with APHN ethics? (e.g. CSR, Health &Safety, Human Rights, Tax) | If YES, either:1) Reject, or if we wish still to consider accepting the funding, then2) Proceed to further Assessment for more detailed review by the ethics committeeIf NO, accept |  |

**RECOGNITION**

The APHN is committed to acknowledging its partners appropriately for their support and celebrating our joint success. Recognition is structured through designated donor programmes and proportional to the level of donation received.

Specific recognition may include, but is not limited to, acknowledgment in:

* The APHN Annual Reports, website, and other communication channels such as newsletters and ehospice,
* Partner Reports
* Programme or project specific materials (printed and online)
* Naming opportunities as appropriate – for example, named fellowships
* Special events (e.g. invitations, acknowledgement in event programmes)