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Donation and Guidelines for Public Materials Policy

Document History

Version	Date	Description	Next Review
1	10/6/2024	Created and updated as per ACFID requirements	Before annual board meeting

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Introduction:

At FAIRACTION International, we are dedicated to upholding the highest ethical standards in every aspect of our operations. This commitment is foundational to our mission to deliver sustainable water solutions globally, particularly in regions facing severe water scarcity challenges. Our Donation Policies and Public Communications Guidelines document sets forth the criteria and processes that govern our approach to accepting financial and material contributions and communicating with the public. These policies ensure that donations and collaborations align with our core values of integrity, transparency, and respect for the communities we serve. Through these guidelines, we safeguard our operational independence, uphold stakeholder trust, and maintain transparency. Our rigorous donation policies ensure that contributions meet ethical standards and align with our objectives. Similarly, our public communications guidelines ensure that all content accurately reflects our principles and resonates with our mission. This document forms the cornerstone of our ethical framework, guiding our

decisions to support our overarching goal of creating sustainable, positive change by delivering clean and accessible water to communities in need.

Ethical Standards

- **Commitment Statement:** FAIRACTION is committed to maintaining the highest ethical standards in all its operations. This commitment is integral to our mission of delivering sustainable water solutions and ensuring community well-being.
- **Operational Integrity:** All operational decisions, from field strategies to partnership choices, are evaluated against our ethical standards to ensure they align with our core values of transparency, integrity, and respect for human dignity.

Donation Acceptance Criteria

- **Funding Sources:** FAIRACTION will accept donations only from sources that demonstrate a clear alignment with our ethical principles and our mission. This includes ensuring that donations do not come from entities involved in harmful environmental practices or those that violate human rights.
- **Assessment Process:** To ensure the efficient allocation of resources and uphold our commitment to ethical funding, FAIRACTION International reviews donations based on their significance and potential impact.
 - **Threshold for Review:** Donations exceeding AUD 2,000 or those from new major partners are subject to a detailed assessment. This threshold reflects our operational capacity and the typical range of contributions we handle.
 - **Review Committee:** A committee consisting of members from our governance board and senior management is tasked with evaluating significant donations. This committee ensures each substantial donation aligns with our ethical standards, scrutinizes the credibility of the source, the intended use of the funds, and evaluates the potential impact on our projects.
 - **Routine Donations:** Smaller and routine donations from established and trusted sources are regularly monitored to

ensure they continue to meet our ethical standards and support our operational goals without necessitating full committee review.

- **Documentation:** All decisions regarding the acceptance or rejection of funds are documented, providing a clear record of the rationale behind each decision to ensure transparency and accountability.

Rejection of Donations

- **Criteria for Rejection:** Donations will be rejected if they:
 - Originate from sources that contradict our environmental and social standards.
 - Are offered with conditions that could influence our operational independence or dictate project outcomes contrary to our mission.
 - Pose potential conflicts of interest or ethical dilemmas that could harm FAIRACTION's reputation or operational effectiveness.
- **Communication:** Decisions to reject donations are communicated clearly to potential donors with explanations provided to ensure understanding and maintain relationships.
- **Review and Appeals:** A process is in place for donors to seek review of a rejection decision, involving an independent panel within FAIRACTION to ensure fairness and objectivity.

By defining these specific guidelines and embedding them into our organizational processes, FAIRACTION ensures that all donations support our objectives effectively and ethically, enhancing our capacity to deliver impactful water solutions while adhering to our foundational principles. This structured approach to donation management not only aligns with our ethical commitments but also strengthens our operational integrity and public trust.

Approval Protocol for Public Materials

- **Guidelines Document:**

- Develop and regularly update a detailed guidelines document that serves as the foundational reference for creating and approving public materials. This document outlines the necessary steps to ensure all communications are consistent with FAIRACTION's ethical principles and mission.
- The guidelines should cover aspects such as factual accuracy, respect for cultural sensitivities, adherence to privacy laws, and alignment with both organizational values and external standards, including ACFID's Fundraising Charter.

- **Approval Process:**

- Implement a structured multi-level review process to ensure thorough vetting of all public materials. This process involves:
 - **Initial Review:** Conducted by the content creation team to ensure drafts meet basic factual and ethical standards.
 - **Secondary Review:** Performed by the communications department to align content with strategic messaging and branding guidelines.
 - **Final Approval:** Given by a senior management team member, ensuring that all materials reflect FAIRACTION's objectives and maintain the highest level of integrity and professionalism.
- This stepwise review ensures that materials are not only accurate but also resonate with and appropriately represent FAIRACTION's mission.

- **Checklist for Public Materials:**

- Adopt a comprehensive checklist that must be completed and signed off before any public material is released. This checklist

ensures:

- **Accuracy:** Verification that all information presented is correct and up-to-date.
 - **Cultural and Individual Sensitivity:** Assessment to ensure materials respect the dignity of all individuals and cultural groups depicted or referenced.
 - **Compliance:** Confirmation that materials adhere to legal standards, organizational policies, and external commitments such as the ACFID Fundraising Charter.
- The checklist acts as a final safeguard, prompting reviewers to confirm that all aspects of the content align with FAIRACTION's ethical commitments and public engagement strategies.

This structured approach to approving public materials helps maintain a high standard of communication and ensures that all outputs rigorously reflect and support FAIRACTION's strategic goals and ethical standards.

Documentation and Transparency

- **Record Keeping:** Keep detailed records of all decisions related to the acceptance of donations and the approval of public materials. This documentation supports transparency and allows for accountability in all external communications.
- **Public Access:** Make the policy on public materials and donation acceptance available on the FAIRACTION website, ensuring stakeholders can understand and evaluate our ethical commitments.

Monitoring and Continuous Improvement

- **Regular Reviews:** Schedule regular reviews of policies and procedures related to donations and public materials to adapt to new challenges and stakeholder feedback.
- **Training and Awareness:** Conduct ongoing training sessions for staff to reinforce the importance of adhering to ethical standards in handling

donations and public communications.

Conclusion

Commitment to Ethical Excellence: Reaffirm FAIRACTION International's unwavering commitment to ethical excellence in all operations, particularly in managing donations and public communications. This commitment upholds ACFID's standards and emphasizes our dedication to transparency, accountability, and respect for our community.