

OCI Foundation International

Sponsors of the: (i) Cyfed Undergraduate Scholarships (ii) CBH Scholarships (iii) IFOMSSA Junior Awards (iv) IFOMSSA Senior Awards and (v) Annual JAMB Awards (vi) ArOF Health Campaign (vii) LAMS Initiative (viii) The Gynocular Project



Policy on Acceptance and Rejection of Donations (March 2025)

A. Introduction

This Policy Document guides the OCI Foundation and all its members and associates in decisions regarding accepting or rejecting donations.

B. Commitments

With respect to fundraising, the OCI Foundation commits to the following principles:

1. All fundraising promotional materials from the OCI Foundation WILL BE:

- a. Truthful.
- b. Include the Foundation's identity, including name, address, ABN, etc.
- c. Accurately represent the context, situation, proposed solutions, and intended meaning of information provided.
- d. State the specific purpose of each donation.
- e. Avoid material omissions, exaggerations, misleading or deceptive visual portrayals and overstating the need or what the donor's response may achieve.

2. Images and messages used by the OCI Foundation for fundraising WILL NOT:

- a. Be untruthful, exaggerated or misleading.
- b. Be used if they may endanger the people they are portraying.
- c. Be used without the free, prior and informed consent of the person(s) portrayed, including children, their parents or guardians.
- d. Present people in a dehumanised manner.
- e. Infringe child protection policies (like showing naked or sexualised children).
- f. Feature dead bodies or dying people.
- g. Claim or imply that professional fundraising activities are carried out at no cost.
- h. Contain depictions that are demeaning, discriminatory, pornographic or unduly violent or disparaging towards a person or group.
- i. Infringe on others' intellectual property rights.

3. If outsourcing fundraising activities, the OCI Foundation will ensure that:

- a. Contracts that meet all relevant legislative and regulatory requirements are in place.
- b. Specific expectations, responsibilities, and obligations of all parties involved are clear and in writing.
- c. The organisation is clearly identified as the beneficiary, while the hired fundraising contractor is also clearly identified as such.

- 4. The OCI Foundation adheres to its ethical decision-making framework during fundraising, including:**
- a. A commitment to portraying affected people in a way that respects their dignity, values, history, religion, language and culture.
 - b. A process that integrates a range of key staff in the organisation (e.g. communications, planning, child protection and CEO) in decision-making where appropriate.
 - c. Clear responsibilities for approval for public use of images and messages.
 - d. A process that recognises and balances donors and affected people but gives primacy to the primary stakeholders.
- 5. Considerations for OCI Foundation fundraisers before accepting or refusing donations that:**
- a. They must ascertain that their fundraising authority is not exceeded.
 - b. They must not allow personal, political, or commercial interests or views on political or ethical issues to affect their decision to accept or refuse a donation.
 - c. They must not derive any personal material benefit from any donation.
 - d. They must decline any personal material benefit offered by a donor in relation to a fundraising activity where a personal or commercial relationship with a donor exists before the donation was sought.
 - e. They must consider whether accepting or refusing a donation best meets the OCI Foundation's objectives and decide accordingly.
 - f. They must demonstrate that the pieces of evidence used for fundraising decision-making addressed the Objects of the OCI Foundation, particularly if:
 - i. It is unclear what Objects will be addressed with the proposed donation.
 - ii. Large sums of money or property are involved.
 - iii. There is reason to believe that a decision taken by a fundraiser may expose the organisation to litigation.
 - iv. There is the threat of negative publicity to the organisation by refusing a donation.
 - g. A donation for a specific activity conducted by the OCI foundation can be **ACCEPTED**, provided that the activity is:
 - i. Directly related to the organisation's objects; and
 - ii. Is practically achievable by the organisation.
 - h. A donation to the OCI Foundation can be **REFUSED** if it is clear that:
 - i. Donor's activities directly oppose the organisation's objects, publicly available policies, or beneficiaries.
 - ii. The activities of a donor are incompatible with the Objects of the organisation; or
 - iii. The cost to the organisation for accepting a donation will be greater than the value of the donation itself; or
 - iv. Acceptance of the donation will directly lead to a net decline in the asset base of an organisation; or
 - v. There is a reasonable belief that the donor is in a vulnerable position or lacks the capacity to decide on donation; or
 - vi. There is reason to believe that accepting the donation may give rise to litigation; or
 - vii. The offer of a donation is dependent upon the fulfilment of certain conditions by the organisation, where the conditions are:
 - Contrary to the taxation status of the organisation regarding receipt of a donation (if any).
 - In itself, contrary to the Objects of the organisation.

- In itself, contrary to the organisation's current policies or work priorities.
- Requires the organisation to first spend its own money or resources.

C. **Compliance and Management of Complaints**

1. The OCI Foundation complies with:
 - a. The relevant provisions of the *Competition and Consumer Act 2010* (Cth) and with every State or Territory equivalent legislation in Australia or elsewhere in the world, particularly those relating to unconscionable conduct, misleading and deceptive conduct and false and misleading representations.
 - b. Anti-discrimination legislation regarding decisions based on race, sex, marital status, disability or religious belief.
 - c. The National Privacy Principles.
2. The OCI Foundation ensures that it complies with any legislative restrictions on who may give financial and taxation advice to members of the public.
3. Agrees that complaints concerning the Principles and Standards of Fundraising Practice or Conduct will be handled by the Ethics Committee of the Fundraising Institute of Australia (FIA) in line with the FIA Complaints Process.
4. If fundraising is to be contracted out, the OCI Foundation will ensure that those engaged have completed FIA Code training within six months of their appointment.
5. At least the Chief Executive or one Board Member of the OCI Foundation will sign off annually on the board of directors' adherence to the Code.

D. **Ethical Conduct and Commitments on Fundraising**

1. We will not engage in activities that can bring Fundraising into disrepute.
2. We will act openly, honestly and with regard for public trust.
3. We will act with respect for professional fundraising, the cause they represent, donors and beneficiaries.
4. We will not exploit relationships with donors.
5. We will conduct ourselves in a manner that encourages others to aspire to the same high standards, valuing privacy, confidentiality, trust and integrity.
6. We will be open about our work, including how funds are raised, managed, and disbursed.

E. **Conduct towards Donors**

1. The OCI Foundation will promptly and courteously comply with a donor's:
 - a. Refusal to make a Donation.
 - b. Request not to receive any future solicitations.
 - c. Request to be contacted at a more convenient time or by a different method.
 - d. Request to limit the number, type or frequency of solicitations.
2. The OCI Foundation will provide information about how to opt out of receiving further solicitations from the member each time we contact a prospective donor.
3. If asked, the OCI Foundation will:
 - a. Provide the contact details of the Cause on whose behalf the Member is fundraising.
 - b. Assist donors in stopping the receipt of solicitations.
 - c. Provide information about how the Donor's contact details were obtained.

- d. Provide information about how to make a complaint or the name and contact details of the person who is responsible for handling complaints.
4. The OCI Foundation will make readily available, on request, information about the Cause for which they are Fundraising, including:
 - a. Its objects and how it intends to use the donated funds.
 - b. Its capacity to use donations effectively for their intended purposes.
 - c. Its most recent annual report and/or financial statements.
 - d. Its Governing Board.
 - e. Whether volunteers, employees or suppliers are raising funds.
5. The OCI Foundation will ensure that appropriate security measures are always in place to protect donor information.
6. The OCI Foundation will:
 - a. Ensure that donors are not subjected to undue influence, harassment, intimidation, or coercion.
 - b. Maintain an appropriate professional relationship with the donor concerning any donation or bequest.
 - c. Not prevent or discourage a donor from seeking independent legal advice in relation to a donation.
 - d. Not prevent or discourage a donor from having a family member or other trusted advisor present when considering a donation.
 - e. Will not change the conditions of a donation after obtaining it without first communicating with the donor and gaining their consent.
 - f. Ensure that a donor has given consent before publicly recognising their donation.

F. Conduct towards Beneficiaries

The OCI Foundation will not engage in any conduct that threatens a beneficiary's dignity or disparages. Such conduct may include, but is not limited to:

1. Commenting unnecessarily or negatively on the impairment, dependency or disability of a beneficiary.
2. Using language that suggests that the beneficiary is to be pitied or feared.
3. Using children in promotional materials to raise funds for adult causes, giving the impression that the beneficiaries are childlike.
4. Stating or implying a falsehood regarding a beneficiary.
5. Using a beneficiary's image, name or other personal information without their permission.

G. Conduct in Supplier Relationships

1. The OCI Foundation will have written contracts with all relevant parties in its supply chain that specify the parties' responsibilities and meet the requirements of applicable laws and regulations.
2. The OCI Foundation will ensure that all relevant parties in its supply chain are aware of the obligations under the Code and do not act in ways that could result in the Foundation's breach of the Code.

3. The OCI Foundation will ensure that supplier costs incurred in fundraising are proportionate to the funds raised and represent fair market value for services provided.

H. **Review of Policy Document**

This policy is subject to review in March 2028, three years after its implementation. Our appraisal tool will be used as part of that review. However, it can be sooner if legislation or other events warrant it.

I. **Feedback**

If you have any feedback on the OCI Foundation on this document, please contact us immediately via the link [**HERE**](#).