



The Baobab Centre for Young Survivors in Exile **Ethical Fundraising Policy and Procedure**

Introduction

There are many ways to support The Baobab Centre's work and we highly value the relationships we build with our supporters. Whether they are an individual, trust or foundation, or NGO, our approach to fundraising is to act fairly, respectfully and transparently and in the best interests of Baobab's mission and purposes. We will always seek to follow best practice and comply with relevant laws and regulations, including guidance from the Charity Commission, Information Commissioner and the Fundraising Regulator. Baobab seeks at all times to comply with the [Code of Fundraising Practice](#).

Our supporters are incredibly important to Baobab, helping us to provide holistic support to young refugees and asylum seekers who arrived in the UK unaccompanied. Baobab is committed to making sure that our interactions with new and existing supporters are in line with our values and that people are treated fairly and appropriately. Four key principles underpin our approach:

Being responsive: as fundraisers we will adapt our approach and be flexible to meet the needs of individuals. It also means being prepared to ask questions or take additional steps when necessary.

Being respectful: being mindful of and sensitive to any particular need that a donor may have. It also means striving to respect the wishes and preferences of the donor.

Being fair: we will not make decisions based solely on the characteristics such as a person's appearance, the way they talk, any medical condition, or disability. Fairness means responding to people as individuals and also being mindful of vulnerable donors who may not have the capacity to make financial decisions. Examples of this include someone diagnosed with and/or displaying symptoms of mental conditions/illnesses such as dementia or schizophrenia, a person with learning disabilities that impact cognition, a person experiencing extreme stress such as bereavement or a temporary medical condition such as high anxiety, or a person who does not understand the language.

Being accountable: we will take responsibility for our actions, ensuring we work in line with the Code of Fundraising Practice.

Respecting our Donors and their Information

We will:

- Ensure that the use of the donor's personal data complies with the requirements of the Privacy and Electronic Communications Regulations (PECR) and General Data Protection Regulation (GDPR) (enacted in the UK as the Data Protection Act 2018).
- Not contact the donor if they have requested us not to.
- Comply with any duties of confidentiality in relation to the donor and their donation.
- Follow any reasonable instructions that we receive from the donor as to how to contact them.
- Never share or sell their name, address or other personal information to third parties for the purpose of marketing or fundraising unless we are required by law to do so.
- Not place undue pressure on our donors to support us and if they would prefer not to make a donation we will respect your decision.

Acceptance and Use of Funds

We recognise it is difficult and, to a certain extent, inappropriate to develop and define a set of standard criteria for accepting donations on an ethical basis. This is due to nearly everyone's participation in a global capitalist economy that creates and normalises compounded injustices, creating a collective complicity. However, donations may be refused where acceptance and receipt of that donation is determined to have the potential to:

- be unlawful (i.e. money laundering, where the donation comprises proceeds of crime)
- be detrimental to the interests of the Baobab's beneficiaries.
- put the credibility and reputation of Baobab in jeopardy or at risk.
- constrain the Baobab from undertaking its activities or programming work, publishing information, or working in partnership with others.
- cause other donors to withdraw their support and lead to loss of donations or voluntary support at least equal to the value of the donation.
- lead to loss of staff or inability to recruit staff.
- conflict with Baobab's Diversity Policy and core values to be inclusive without discrimination against any person based on their age, gender, race, sexual orientation, disability, tribe, religion, nationality, ethnicity, marital status, background, behaviour or any other criteria prohibited by law.

In addition to the items listed above, if we experience potential supporters of any kind to be disrespectful, unable to listen or understand our work yet desire to make a financial contribution to Baobab with little to no dialogue, their support may be refused. In the event ethical concerns surrounding a potential donor or donation arise, the following procedure will be implemented.

- *Stage 1:* Fundraising lead to review using the methods mentioned above. If any concerns, proceed to Stage 2
- *Stage 2:* Reviewed by SMT. If any concerns, proceed to Stage 3
- *Stage 3:* Reviewed by Trustees for final decision.

If there is any doubt about the source of a donation prior to or subsequent to its acceptance the Fundraising Officer of Baobab will conduct reasonable and proportional due diligence on the donor, foundation, trust or prospective donor including:

- Research and analysis, through published and publicly available information, the nature of the donor's activities, and its source of funding for charitable giving.
- Where necessary, formal corporate screening process through a reputable online service provider

If we observe bigotry or disrespect against a particular culture or faith by a potential funder, their support will be refused given that we work with young people from across the world from many different cultures and belief systems.

By way of an example, we may refuse donations from:

- Arms companies, military contractors or individuals or companies connected to the perpetration of violence, conflict or injustice.
- Tobacco companies
- Any person or organisation closely associated with a regime suspected to be in violation of human rights.
- Any person or organisation suspected to be in violation of child rights.
- Any person who could damage Baobab's reputation either in the UK or abroad.

This policy refers to all donations made to Baobab but is especially applicable to donations in excess of £10,000 to Baobab including financial contributions from any individual or organisation (in particular, donations made in cash and from outside the UK), provision of pro-bono or voluntary services, gifts in kind and sponsorship. In addition to this, we will accept no more than 30% of Baobab's income from any one source to avoid undue influence over the charity.

We will:

- If deemed in the best interests of Baobab, turn down a donation, for example because it would be unlawful to accept the donation or acceptance would be detrimental to the achievement of Baobab's purposes and that detriment is likely to be greater than the benefit of accepting the donation.
- Let our donors know how funds have been spent in our publicly available annual accounts and annual report.
- Use donated funds responsibly and to further Baobab's charitable objectives, in support of our mission to provide psychotherapy and holistic support to young refugees and asylum seekers who arrived in the UK as unaccompanied minors
- Respect the wishes of our donors, in line with our fundraising policy, as to the use of their donation and any requirements as to reporting to them on the use of the donation.

Feedback

This Fundraising Policy aims to inform the reader of the key principles that underpin our approach to fundraising. If you have any questions or concerns about donating to us or any aspect of our work please get in touch by contacting:

Isaiah DuPree
Fundraising Officer
The Baobab Centre for Young Survivors in Exile
London N7 6LA UK