

Policy Title: Fundraising from the Public Policy F24.01

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Statement and Purpose

Fundraising from the Public Policy for Mediators' Institute of Ireland (MII) will ensure that all fundraising from the public is carried out in an open, transparent, honest, respectful and accountable manner in accordance with guidance from the Charities Regulator:

<https://www.charitiesregulator.ie/media/1265/guidance-for-fundraising-english.pdf>

MII recognises that our commitment to principles of good fundraising applies to both the organisation itself, any volunteers or third parties who carry out fundraising activities where monies are raised on behalf of MII. It is expected that all key people within MII who are involved in fundraising, implement the approaches and practices set out in this document. These include trustees, council members, staff, volunteers, and any professional fundraisers.

Fundraising Principles

MII is committed to the principles of and implementation of the Guidelines for Fundraising from the Public issued by the Charities Regulator. As such MII has committed to the following:

- Carrying out all fundraising from the public in an open, transparent, honest, respectful and accountable manner.
- Fundraising activities are underpinned by appropriate legal frameworks
- Carrying out our fundraising activities in a way that protects the reputation of our charity and encourages public trust and confidence in our charity.
- Following the law and recognised standards, protecting our charity from undue risk and showing respect for beneficiaries, donors and the public.

Respect

- All fundraising will respect the rights and dignity of donors, beneficiaries and the public.
- Fundraising activities will not be unreasonably persistent, intrusive or place undue pressure on people to donate. Should someone not wish to donate, or wish to cease donating, that decision will be respected.

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Honesty and Integrity

- Fundraising will occur in an honest and truthful manner.
- Fundraisers will act with integrity and not misrepresent the charity, its need for funds or how they will be applied.
- Questions about fundraising activities and fundraising costs will be answered honestly and in a timely manner.
- Information about the charity's charitable purpose and activities will be made freely available.
- Charitable donations and gifts will be used for the purposes for which they were donated.

Transparency and Accountability

- We have a Financial Controls Policy in place to ensure our finances are subject to strict controls.
- We produce audited accounts annually, make these publicly available and will implement any further financial controls as recommended by our external auditor.
- MII fundraising activities are carried out online and digitally to ensure transparency and accountability and a clear paper trail. On the rare occasions where cheques are received, financial controls are followed in line with our financial controls policies. MII **will not accept cash donations** for transparency and its administrative burden.
- MII take responsibility for our actions and will be capable of explaining, clarifying and justifying those actions.
- MII operates in an open, frank and honest way and will ensure that operations, information and communications are easily understood by donors and the public alike.
- MII ensure that donor data is processed in a way that is compliant with data protection
- MII provide ways whereby those interested can easily contact us through its postal address, customer service office, website, newsletter and social media platforms.
- MII has a robust procedure in place to address complaints.

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Donation Standards

MII recognises the essential role of donations to realising its vision and mission and achieving its goals. MII is committed to ensuring compliance with the Charities Regulatory Authority Guidelines for donations.

MII will ensure that:

- the purpose of any fundraising activity is clearly described.
- donations received are used to further the charitable purpose of MII
- MII 's registered charity number is clearly identified.

MII also recognises the importance of accepting donations in line with the values of our organisation. Where there is uncertainty in relation to either the intent of the donor, or where their actions are in direct opposition to the vision, mission or values of MII, such donations will be referred to the executive for a final decision.

Any decision of this nature will be clearly documented and the reasons for refusal or acceptance outlined.

Examples of circumstances where donations may be refused are as follows:

- the donation is suspected or known to be derived from the proceeds of illegal activity.
- the values of the donor, are not aligned with the values of MII.
- accepting the donation might contribute to a decline in other support.
- accepting the donation may risk damaging the reputation of MII
- accepting the donation may risk damaging MII 's charitable or company status and/or membership of other organisations.
- costs incurred in accepting the donation are greater than the value of the donation itself.
- accepting the donation places onerous conditions on the organisation, that may not be achievable, or may not be in line with our vision and mission.
- any other circumstance where the outcome may be unfavourable to the vision, mission, aims and objectives of MII.

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Processing of Donations

All donations must be processed in line with MII 's Financial Controls Policies and Procedures.

Complaints Policy and Procedure

MII has a Complaints Policy in place which is incorporated within this Fundraising Policy. MII has transparent procedures in place so that interested parties can inform the Charity of any concerns, questions or comments that they may have in relation to our fundraising activities. MII is committed to addressing any such correspondence received in a prompt and timely fashion.

Responsibilities of Third-Party Fundraisers

MII will endeavour to ensure that any person fundraising on behalf of the organisation will conduct himself or herself in an honest and ethical way. MII understands that it should be made clear whether a particular fundraising activity is for the benefit of its charitable purposes in general, or for a specific purpose of the organisation.

Data Protection

MII is committed to adhering to all applicable data protection legislation and, in particular, to the proper handling and processing of personal data.

Roles and Responsibilities

The President, CEO and relevant line manager(s) are responsible for ensuring that this policy is implemented effectively. All other staff and trustees are expected to facilitate this policy.

Communications Plan

This policy is communicated internally to MII employees through Basecamp/MII Intranet and to prospective recruits through the Induction process.

Policy reviews and revisions are notified to trustees, employees and relevant stakeholders through Basecamp/ MII Intranet.

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Other Relevant Documents

This document should be read in conjunction with:

Employee Code of Conduct

Financial Controls Policy

Appendix