



## Ethical Fundraising Policy

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### Introduction

Livingstone Tanzania Trust are committed to working towards a world where all have their Human Rights respected, are treated with dignity, can control their own lives and live outside of poverty. To ensure that we can continue our work towards achieving these goals we aim to maintain a broad spectrum of income sources. The purpose of this policy is to provide guidance on how we manage that process to avoid seeking funds in an unethical manner or obtaining funds that are generated from unethical sources. By making this policy publicly available we are demonstrating honesty and openness to our stakeholders.

### Raising Funds

The Livingstone Tanzania Trust is committed to raising funds to support our charitable work and we are committed to raising funds in a responsible and ethical way. We agree to adhere to the Code of Fundraising Practices provided by the Fundraising Regulator. Our fundraising practices are designed to reflect our ethical values.

When we ask for support, we are careful to ensure that our images and words do not cause offence, belittle, shame or degrade anyone. We do not exaggerate the facts related to our work because we want our donors to make an informed decision on the facts.

Where an individual makes an error in their donation or regrets making their donation, we will not exploit the situation and will return their donation.

We will never knowingly target or exploit vulnerable adults or exploit credulity, lack of knowledge or vulnerable circumstances of any donor at any point of time.

We will never fundraise in a fashion that is unreasonably intrusive nor unreasonably persistently and we will not place undue pressure on a person to donate. In that regard we will never engage with door to door fundraising, telephone fundraising or street collectors.

There may be fundraising strategies where we engage in reward/incentive giving. Under these circumstances the Trustees have a duty of care to ensure that any benefits are appropriate for the size of donation requested.

Where we are fundraising from a charitable trust or other UK grant making body, LTT will check their registration details on the [Charity Commission's website](#).

Where our fundraising is directed at companies we will ensure that prior to making a request we will research that organisation to ensure that a relationship with them will not harm our reputation through association, will not alienate existing donors and/or supporters, and will not have a negative impact on our UK Partners and Local Delivery Partners. We will do this through on-line checks with Companies House, [The Business and Human Rights](#) online resource, the company's website and through internet search engines. LTT will accept financial and partnership support from companies where the relationship will result in benefit to our beneficiaries and/or enable staff to work toward LTT's mission; where no attempt is made to link a donation with an attempt to influence the operations or policy of LTT either explicitly or implicitly. If the research suggests there is a concern, the nature of the concern will be logged and reported to the Director and no progress will be made on the approach. The log will be reviewed every 6 months at the Trustee meeting.

Where fundraising activities are conducted by 3<sup>rd</sup> parties, such as individuals, schools and companies we will ensure that those parties understand and agree to abide to our Ethical Fundraising Policy. In addition, we will maintain our independence and will not allow any external partnership to compromise our values or bring the name of the LTT into disrepute.

## Receiving Funds

The Livingstone Tanzania Trust has a duty to maximise resources for LTT whilst acting in the best interest of the charity. Therefore, we must demonstrate that we have acted in line with LTT's objectives.

LTT will not accept donations where that donation is associated with criminal, exploitative or abuse activities; where association with the donation would lead to a decline in support; where the donation would help to further the personal objectives of donors whose objectives are conflict with those of LTT; where the impact of the donation would jeopardise or potentially jeopardise our ability to deliver other programmes, or where the donation is derived from or associated with activities or publications which run against our core values.

Where a donation is refused, LTT must be able to demonstrate that they have acted in line with LTT's objects and it must be logged.

Where an offer of support is itself dependent upon LTT first spending its own money or resources in order to facilitate the execution of the original offer of support, care will be taken by the Director, and subsequently Trustees, as to whether this would be placing charitable assets under undue and inappropriate risk.

The Trustees will carry out due diligence on unexpected one off or cumulative donations of £10,000 or above or any anonymous donations of £5,000 or above in a single year.

## Commitment and Enforcement

We expect all LTT employees, trustee, contractors and volunteers to adherence to our Ethical fundraising Policy and all are accountable for enforcing these policies.

All employees, trustees, contractors and volunteers will be made aware of the policy and it will be introduced to new recruits as part of their induction process.

All employees, trustees, contractors and volunteers should ensure that any concerns raised are based on conflict with the values of LTT rather than personally held views.

Ethical fundraising is an ongoing process and will be a standing item on the agenda of all Trustees meetings and will be reviewed annually at the AGM.

The Director will seek assurance from the Fundraisers that risk/conflict is being monitored and that action being taken as agreed in this policy. This policy will be reviewed Annually by the trustees.