



RETAS LEEDS

Ethical Fundraising Policy – November 2022

Our commitment

At RETAS Leeds, our fundraising promise to the general public and our existing supporters is that our fundraising, in all its forms, is legal, open, honest and respectful.

We will be honest about how donations are used to fulfill our mission, open about the methods we use to raise funds and who we work with, respectful to the wishes, preferences, personal information and circumstances of the people we interact with and we will all take the necessary steps to comply with the law and fundraising practice standards for Charities.

We will ensure that our fundraising actions are carried out in line with **the Code of Fundraising Practice**.

No employees, volunteers or indirectly employed individuals shall accept any commissions or bonuses for fundraising for or on behalf of RETAS Leeds.

No general solicitations shall be undertaken by telephone or door-to-door to the public.

We will always be respectful, mindful of and sensitive to any particular need that a donor may have. We will strive to respect the wishes and preferences of all donors. If any signs of vulnerability are identified we will respond appropriately and according to the principles of being legal, open, honest and respectful. RETAS Leeds will ensure that two members of staff are involved when receiving donations from a vulnerable donor (e.g. with illness or conditions which may affect their judgement).

We will not discriminate against any group or individual and treat all donors fairly. We will adapt our approach and language, tone, communication techniques to suit the needs of the donor.

Employees, Trustees, Volunteers and others directly or indirectly fundraising for RETAS Leeds will be responsible for implementing and adhering to this policy.

Legal requirements and compliance:

This policy takes into account the following legal requirements and regulatory codes, standards and guidance:

- Charities (Protection and Social Investment) Act 2016



- Charities Act 2006
- Data Protection Act 2018
- General Data Protection regulation (GDPR)
- Fundraising Regulator Code of Fundraising Practice
- The Trustees take ultimate responsibility for fundraising compliance

In line with RETAS Leeds Fundraising Strategy the following fundraising activities are covered by this policy:

- Individual giving
- Corporate giving/ sponsorship
- Fundraising appeals and campaigns
- Community Fundraising
- Charitable Foundation and Grant making Trusts
- Fundraising events
- Pledges (for example Fixed Crowdfunding)
- Collection boxes
- Gifts in Kind
- Legacies

Participation in fundraising activities

Participation in fundraising activities, outside those agreed to take place in work time, by employees is voluntary and will not be imposed on individuals.

Permission must be sought from senior management before commencement in any activity. Checks regarding insurance for an event or for individuals participating in events must be made and approved by senior managers.

All fundraising by means of lotteries e.g. raffles must comply with the required licensing arrangements.

All fundraising publicity must state clearly how the fundraising will benefit RETAS Leeds and where further information regarding RETAS Leeds Fundraising Policy can be found.

Donations, gifts or gifts in kind



RETAS Leeds in accepting or declining gifts or donations will consider the charity's best overall interest and will not accept donations or gifts from donors whose intentions appear to be in direct conflict with RETAS Leeds Mission.

RETAS Leeds will not work with companies or individuals who could cause harm to the charity's reputation or undermine RETAS's vision and values. Or those associated with unsuitable products, or who have been deemed to take advantage of vulnerable individuals.

RETAS Leeds reserves the right to decline or refuse donations or gifts which may not be acceptable under the terms of this policy. Any such decisions will be made by the CEO or referred to the Board of Trustees for consideration and decision.

Employees, Trustees and Volunteers are not allowed to accept personal gifts from donors.

RETAS Leeds may accept donations and gifts from individuals and companies which are given for specific reasons (e.g. clothing for interviews, food parcels, IT equipment, mobile phones) once agreement is made by Senior Management.

All donations, gifts, gifts in kind, cash will be recorded by the Finance Officer and reported to the Board for inclusion in RETAS Leeds annual accounts. A 'Receipt of Donation or Gift' must be completed and passed to the Finance Manager for recoding. Allowing for GDPR regulations where possible all receipts should state the name and address of the donor. If the gift or donation is from a company then a contact name and job title should be recorded.

The 'Receipt of Donation or Gift' form note the date received and should indicate whether the item/s/ fund is for any specific restricted use or unspecified. Additionally, information should be included if the donor wishes to know how and when the funds/ gifts were used.

Finally, the 'Receipt or Donation or Gift' should state if the individual or company is happy to be acknowledged on RETAS Leeds website and /or annual report.

The Finance Officer and charity administrator will be responsible for contacting individual donors, organisations or companies and thanking them for their contributions. All acknowledgements will be signed by the CEO or a Trustee.

Volunteer Time, Gifts in Kind and Pro Bono support should also be recorded and noted in the annual report.

As per the Charity Commission guidelines any anonymous donation of over £25,000 will be reported to the Commission.



Fundraising Collections

RETAS Leeds will ensure that adequate permission and or licences are obtained and all collectors will be clearly identified with effective ID.

Collection boxes will be collected, counted and recorded by two individuals and counted in a secure environment. Unsecured cash will not be left unattended.

Cash will be banked as soon as is reasonably possible and bank receipts passed to the Finance Officer for recording.

Gifts in Memoriam and Legacies

Donations or gifts to honor or in remembrance of individuals, whether living or by bequest, will be received by the CEO and acknowledged by a Trustee.

The CEO or a Trustee will deal with any contact regarding legacies and seek legal advice if required. In the event of a specific funds being bequeathed the CEO, Finance Officer and a Trustee will agree if the funds can be used as requested and within any specified time frame and adhere to the wishes of the legato at all times.

RETAS Leeds will gain permission before making any public acknowledgement of any bequests or legacies.

Solicitation and donor information

It will be the responsibility of the CEO to ensure to oversee the solicitation of charitable and grant making trusts and ensure that excessive solicitation does not take place.

Research on donors, philanthropists and prospects is an intrinsic element of fundraising. Data from individuals and companies who wish to be acknowledged will be stored securely as per GDPR regulations. Donor and prospect research activities will be limited to the Senior Management Team and /or any Fundraising employees or individuals contracted to carry out fundraising activities.

Data held regarding potential donors will be destroyed when it becomes clear that they do not wish to be approached by RETAS Leeds in regard to fundraising or 3 years after they have been identified as a prospect, whichever is sooner.



RETAS Leeds will respect the privacy and contact preferences of all donors and will respond promptly to requests to amend contact details, including the removal of contact details from the fundraising database.

Complaints

RETAS Leeds will respond to all complaints from sponsors and members of the public in a timely, respectful, open and honest way in line with RETAS Leeds Complaints Policy.

Date of Policy: November 2022

Next Review date: November 2024