

Fundraising Policies and Procedures

Dana Asia is committed to ensuring that fundraising activities are carried out in an ethical manner.

Dana Asia does not carry out, and is opposed to, any fundraising practices that try to pressure or deceive the public or that target vulnerable people. Comments, attitudes and conduct that are demeaning or disrespectful to members of the public are not acceptable.

The organisation understands that public trust is vital to the sector's mission and that transparency and accountability to donors, stakeholders and government agencies is essential.

Dana Asia supports transparency and public accountability, as demonstrated by its adherence to the *Singapore Accounting and Corporate Regulatory Authority (ACRA) Code of Professional Conduct and Ethics* and the *Singapore Charities Unit Code of Governance for Charities*.

Dana Asia's Fundraising policy is detailed below:

- Fundraising activities carried out by the organisation complies with all relevant laws and regularity requirements.
- Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
- All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the stated mission and purpose.
- All personal information collected is confidential and is not for sale or to be given away or disclosed to any third party without consent.
- Nobody directly or indirectly employed by or volunteering for the organisation shall accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.
- No general solicitations shall be undertaken by telephone or door-to-door.
- All major fundraising activities must have the prior approval of the Board, as recorded in meeting minutes.
- Fundraising activities should not be undertaken if they will expose the organisation to significant financial risk or if they may be detrimental to the good name or community standing of the organisation.
- Financial contributions will only be accepted from companies, organisations and individuals the Board considers ethical.
- A report on fundraising will be prepared by a representative of the fundraising sub-committee for inclusion in the organisation's annual report.

The Board is responsible for the implementation and review of this policy. All Board members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.

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Dana Asia's fundraising standards:

- The organisation does not employ or condone methods that target vulnerable people or apply coercive pressure.
- Privacy Law is applied to all data and records for fundraising.
- Information about the organisation's fundraising methods is available to members of the public, journalists, supporters and others with a legitimate interest.
- Fundraising strategies and costs are reviewed regularly, and the organisation monitors the conduct of staff, volunteers and others involved in fundraising on behalf of it.
- All staff are required to comply with all regulations. Any alleged or confirmed breaches of good conduct are taken seriously and investigated.

Dana Asia will continue to review its methods and controls to ensure the best possible ethical conduct in fundraising activity.