

Policy No.	P62
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## FUNDRAISING AND DONATIONS POLICY

### 1. Introduction

- 1.1 Building East Timor Through Education/Resources (“BETTER”) is committed to ensuring that all fundraising activities and donor relationships are conducted ethically, transparently, and in alignment with our mission.
- 1.2 This policy applies to the Board Directors, permanent or casual employees, suppliers, visitors, sponsors, donors, as well as volunteers and interns at BETTER (“Personnel”), whether based in Australia, Timor-Leste or elsewhere.
- 1.3 This Policy should be read in conjunction with our Privacy and Confidentiality Policy, Governance Policy, Control of Funds and Resources Policy, Fraud and Corruption Prevention Policy, and our Accountability and Transparency Policy (all found on our website [www.bettertimor.org](http://www.bettertimor.org)).

### 2. Purpose

- 2.1 The purpose of this policy is to establish clear standards for ethical fundraising practices and provide guidelines for the acceptance or refusal of donations.
- 2.2 It provides a clear framework for compliance with Australian and Timor-Leste laws, ACNC Governance Standards, and BETTER’s internal governance requirements.

### 3. Principles

- 3.1 BETTER will conduct all fundraising and donor interactions with integrity, transparency, and respect for beneficiaries.
- 3.2 All personal information relating to donors and beneficiaries will be managed securely, and in accordance with privacy legislation and BETTER’s internal policies.
- 3.3 BETTER will not accept donations where a conflict of interest exists, or where acceptance may adversely affect the organisation’s integrity or public trust.

### 4. Use of Donations

- 4.1 BETTER will ensure that all funds raised are applied exclusively to the purpose stated in the fundraising appeal or as otherwise agreed in writing with the donor.
- 4.2 Conditions attached to donations will be honoured wherever possible, provided they do not conflict with BETTER’s mission or legal obligations. If a potential conflict is identified, BETTER will inform the donor and provide an opportunity to either amend the condition or withdraw the donation.

## 5. Fundraising Standards

- 5.1 All fundraising communications and activities will comply with applicable laws and required permits.
- 5.2 In BETTER fundraising materials:
  - i. Beneficiaries will be represented with dignity, avoiding language or imagery that is exploitative or demeaning. Use of images of children will be governed by our Child Protection Policy.
  - ii. BETTER will not make false or exaggerated statements.
- 5.3 All fundraising materials must be reviewed and approved by the CEO prior to publication or distribution.
- 5.4 Personnel are prohibited from accepting commissions, bonuses, or any personal payments in connection with fundraising activities.

## 6. Acceptance of Donations

- 6.1 BETTER will accept donations that align with and actively support our mission and values.
- 6.2 Donations must not create any conflict of interest or pose a risk to BETTER's reputation. BETTER will not accept contributions that compromise our independence or hinder our ability to achieve objectives in Timor-Leste.
- 6.3 Donations from companies or individuals involved in gambling, tobacco, alcohol, or other industries deemed unethical by the Board will not be accepted.

## 7. Governance, Compliance and Financial Integrity

- 7.1 BETTER will maintain accurate records of all donations and fundraising activities and will report annually on the use of funds in accordance with ACNC requirements.
- 7.2 Any actual or perceived conflict of interest relating to a donation will be documented and reviewed by the Board before acceptance.
- 7.3 BETTER will issue receipts for all donations in compliance with Australian tax law and ACNC requirements for deductible gifts.

## 8. Data Protection

- 8.1 Personal information relating to donors shall be handled in accordance with the Australian *Privacy Act 1988* (Cth), Timor-Leste laws, our Privacy and Confidentiality Policy, and any other relevant legislation.
- 8.2 BETTER will maintain the confidentiality of a corporate or institutional donor's identity upon request.

## 9. Complaints Management

- 9.1 Any donor, beneficiary or BETTER Personnel may raise a concern about this policy or actions taken in relation to our management of fundraising, donors or donations via our Complaints Management Policy.

- 9.2 BETTER will investigate all reports promptly and take appropriate action where breaches are confirmed.
- 9.3 Whistleblowers will be protected from retaliation in accordance with our Whistleblower Protection Policy.