

1. Purpose

The purpose of this policy is to outline the process for accepting or declining donations. Donations can help Pacific Link Housing to fund its housing activities and services however the acceptance of a donation should not place the company's reputation for honesty, openness and integrity at risk or, by association, impugn the reputation of the community housing sector.

2. Scope

This policy applies to all donations received or fundraising undertaken by PLH regardless of the type of donor or amount involved unless otherwise stated in this document.

- The policy is to be applied to all new funding from existing donors and to all new donors.
- PLH is a registered charitable organisation and holds a charitable fundraising authority issued by NSW Fair Trading.
- PLH's Constitution also stipulates that the company will maintain a Gift Fund to which gifts or money or property are to be made and to which money received by the company is to be credited.

3. Policy and Guidelines

- It is PLH's policy to welcome funding from any donor, whether monetary or in kind, provided that acceptance does not impair PLH's independence to pursue its mission, place at risk its integrity and reputation or potentially damage the reputation of the community housing sector.
- If there is significant risk that receiving goods, services or funds from a particular source would impair, or be seen to impair PLH's independence or if there is a significant risk to PLH's reputation from public association with the donor, then donations from that source must not be accepted by the Board of Directors, individual Directors or employees.
- PLH can receive funding from corporations and donors from the private sector. Acceptance of a donation does not imply endorsement of the donor's policies, products or record. It is preferred that a potential corporate donor has made a public commitment to ethical standards. PLH may request a corporate donor to sign a commitment to integrity before accepting a donation from that company.
- PLH should not accept a donation from any individual, company or other agency that is found to have engaged in corruption.

4. Donations – Examples

Donations can include donations in kind (e.g. goods, services, discounted services, use of resources and staffing) and/or monetary donations.

Examples include food hampers and other items for distribution to tenants and corporate volunteer programs. Donations to the company of money, gifts, free or discounted entry to events, travel, access to holiday accommodation, free or discounted use of staff resources, free or discounted services provided by contractors, free or discounted goods supplied by contractors will be distributed as determined by the CEO. Items of this nature that are offered as gifts direct to employees are to be dealt with in accordance with Policy CP49 Gifts and Benefits Policy.

5. Register of Donations

PLH shall keep a Register of Donations. The Register will record details of all donations including (a) the date of the donation (b) the type and value of the donation (c) the donor's name, company (if applicable), and contact details and (d) notes explaining why the donation was accepted or declined.

The Register of Donations shall be monitored by the Board and acknowledged in the company's Annual Report, where material.

6. Complaints and Appeals

It is the responsibility of the Board of Directors and employees to ensure that the company's independence and reputation are not placed at risk through the inappropriate acceptance of donations. The procedure below describes the steps which should be followed when a Board or employee considers the acceptance and/or source of funding to be inappropriate or a breach of policy.

1. If any Director or employee is concerned that there is a threat to PLH's independence or reputation from donations about to be accepted, that person(s) should draw this to the attention of the CEO or Chairman of the Board immediately.
2. If necessary, the CEO or Chairman will consult with the Finance Risk and Audit Committee and seek its advice on whether to accept the offer from the donor.
3. Any person who believes there has been a breach of policy can lodge a complaint in accordance with the Fraud Control Policy.

7. Quality Assurance

Quality assurance measures should include the following:

- Ensure that all Directors, employees, contractors and suppliers are aware of the company's policy on donations.
- Record all donations in the Register of Donations
- Ensure that the Board of Directors monitors donations and that all recorded donations are published in the company's Annual Report.

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