

<b>Policy Title</b>	Non-development Activity Policy
<b>Policy Description</b>	A policy that formally sets out Australian Cervical Cancer Foundation's (ACCF) commitment to ensure funds and resources are designated for the purpose of aid and development only and to ensure that we accurately represent our activities to the people we work with, our donors and the public.
<b>Date of Approval</b>	June 2019
<b>Review Date</b>	June 2020
<b>Responsible Officer</b>	Chief Executive Officer (CEO)
<b>Related Policy Framework</b>	ACCF Partnership and Collaboration Document Memorandum of Understanding' ACFID Code of Conduct – 7.3 We are accountable to our stakeholders

## Mission, values, purpose and nature of programs

### ACCF's Mission in Australia and Overseas

Australian Cervical Cancer Foundation (ACCF) works in Australia, and through its Overseas Relief Fund in developing countries, to enhance and protect women's health. The Australian Cervical Cancer Foundation Health Promotion Charitable Trust works in Australia to eliminate cervical cancer.

ACCF's vision and mission is to protect and enhance women's health to help overcome disadvantage, by eliminating cervical cancer and enabling treatment and support for women with cervical cancer and related health issues in Australia and in developing countries.

ACCF aims to minimise the incidence and burden of cervical cancer and related women's health issues: to assist women, their families, and communities by developing and implementing practical and appropriate programs, and by partnering with like-minded government, organisations, and individuals to achieve health outcomes which reduce marginalisation and contribute to developing stronger communities.

### ACCF's Vision

Through its programs in support of women's health and wellbeing, ACCF is committed to improving health and reducing poverty and disadvantage to contribute to sustainable development. ACCF and its program partners have a policy of zero tolerance to fraud and corruption and to family and sexual violence, particularly against women.

### ACCF's Purpose

The principal activities of the company are to carry out its public charitable purposes of preventing cervical cancer, by:

- Providing life-saving HPV cervical cancer vaccine for women, in developing countries, who cannot otherwise afford vaccination.
- Promoting and facilitating screening for cervical cancer, as well as treatment of cervical cancer and related women's health issues, in developing countries.
- Promoting awareness and prevention of cervical cancer.
- Supporting women living with cervical cancer and related women's health issues, and their families.
- Facilitating training for health care professionals about cervical cancer and related women's health issues.

## Purpose of the Policy

The purpose of the policy is to guide ACCF and our partners to make a clear separation between development and humanitarian and non-development objectives and activities. This policy addresses our ACFID compliance obligations when communicating with or soliciting donations from private donors and the public, including fundraising for restricted and unrestricted purposes from aid agencies, sponsors and supporters, and fundraising from the general public. The policy makes clear ACCF's commitment to ensuring those funds and other resources are designated for the purpose of aid and development only. This policy provides clarification regarding ACCF's stance with respect to non-aid and development activity. ACCF does not designate any resources or funds to any non-aid and development activities.

## Scope

This policy is intended to apply to all ACCF's activities, and is applicable to:

- Anyone who represents ACCF, including but not limited to staff, volunteers, partners (local NGOs, affiliates and government counterparts), contractors, donors and board members.

## Commitment/Background

### Highest Standards of Accountability & Transparency including our accountability to our stakeholders

This policy addresses compliance obligations relating to ACFID Code of Conduct, Quality Principle 7.3. ACCF is committed to ensuring that its practices exhibit the highest standards of accountability, transparency, sustainability, safeguarding of human rights, engagement of communities and continuous improvement. ACCF aligns its principles with the Australian Council for International Development's (ACFID) Code of Conduct, which states that:

Development and humanitarian organisations are governed in an accountable, transparent and responsible way. Our commitment is:

- We are not for profit and formed for a defined public benefit.
- We meet our legal and compliance obligations.

- We are accountable to our stakeholders.
- We have responsible and independent governance mechanisms.

## ACFID Code of Conduct Aid and Development Activities

Development and humanitarian initiatives refer to the activities undertaken in order to reduce poverty and address global justice issues. In the non-government organisation sector, this may occur through a range of engagements that include community projects, humanitarian response and emergency management, community education, advocacy, volunteer sending, provision of technical and professional services and resources, environmental protection and restoration, and promotion and protection of human rights.

ACCF is committed to ensuring funds and other resources designated for the purpose of aid and development is used only for those purposes. For the purpose of making a distinction between development and non-aid and development activities as required by the ACFID Code of Conduct, any activity whose objectives include promotion of religious adherence will be considered as a non-aid and development activity and will be managed and accounted for separately. ACCF does not provide support for partisan political activities which are those that are associated with facilitating or supporting specific political individuals to gain power.

## Compliance

This policy sets out ACCF's obligations and commitment to ensure we are accountable to our stakeholders. Our initiatives will constantly demonstrate the separation of development activities from non-development activities in the following:

- Programming
- Expenditure reporting
- Fundraising
- Advocacy Campaigns
- Communications
- Choice of Donors
- Partners (included in MOU).

A copy of this policy is available on ACCF's website at [www.accf.org.au](http://www.accf.org.au)

## Policy

ACCF does not designate any resources or funds to any non-aid and development activities, or to promote adherence to any religious groups, or to support a political party, or to promote an organisation or a candidate affiliated to a particular party.

ACCF fundraising activities, programs, public communications, all reporting including annual reports make clear ACCF's allocation of funds and resources to support women's health and wellbeing in Australia and in developing countries. ACCF allocates its funds and resources to activities and programs to improve health, reduce poverty and contribute to sustainable development.

ACCF makes clear its commitment to fulfilling its goals through aid and development activities. ACCF's objectives are to minimise the incidence and burden of cervical cancer and related women's health issues: to assist women, their families, and communities by developing and implementing practical and appropriate programs, and by partnering with like-minded governments, organisations, and individuals to achieve health outcomes which reduce marginalisation and contribute to developing stronger communities.

## Application and Implementation of Policy

ACCF ensures that its programs, fundraising and communications stipulate that funds and resources are allocated to aid and development activity.

ACCF will ensure that partner organisations sign a memorandum of understanding confirming their commitment to designate funds and resources to aid and development activity only, consistent with ACCF's policies and guidelines.

## Guiding Principles

ACCF supports and is committed to abiding by the following principles:

- To ensure accurate representation of our activities to the people we work with, donors and the public.
- To ensure that funds raised for aid and development purposes are not used to exploit people and communities who are vulnerable and do not place any conditions or obligations on recipients in terms of non-development, religious and political outcomes that would affect their access to services being offered.

Where there are components of partner programs which involve evangelical or partisan political activities, these will be promoted and accounted for separately.

## Control principles

ACCF ensures that we and our partners can differentiate between development and non-development activity and communicate this appropriately to stakeholders, donors and the public.

### Programming

The procedures for the separation of aid and development and humanitarian and non-development in programs and projects are as follows:

1. Members will appraise all project proposals to determine whether they include non-aid and development components.
2. Appraisers will record any issues, which must then be followed up to ensure that the policy requirements are satisfied before the project is approved.

3. Appraisers record any aspects of the project that should be closely monitored over the life of the project to ensure it complies with this policy.
4. Partner capacity assessment processes require the signatory to identify whether the partner is engaged in non-development activities, and if so, how it is able to manage and account for them separately to aid and development activity.
5. Components of projects that represent non-development activity will be managed, reports and accounted for separately to aid and development components.
6. In-country project monitoring will include monitoring of the separation of non-development activities from development and humanitarian activities as part of the project monitoring, learning and evaluation process.

## Advocacy Material

The procedures for the separation of and development and humanitarian and non-development in advocacy material are as follows:-

1. Guidelines are in place that address appropriate reporting in organisation promotional materials.
2. All articles written by overseas project partners or photos supplied by partners for reporting materials are reviewed for differentiation between development and humanitarian and non-development activities.
3. Communications materials are reviewed prior to publication to ensure separation of reporting and funds raised for development and humanitarian and non-development activities.

## Fundraising

The procedures for the separation of and development and humanitarian and non-development in fundraising and provision of choice for donors, are as follows:-

1. Fundraising materials will be reviewed prior to publication to ensure that solicitations make a clear distinction between aid and development and non-development activities.
2. Where fundraising solicitations include reference to both development and humanitarian and non-development activities, they will be reviewed to ensure that donors are provided with the choice of contributing to aid and development activity only.
3. Funds raised non-development activity will be tracked, managed, reported and accounted for separately to those raised for development and humanitarian components.

## Partners

The procedures for the separation of and development and humanitarian and non-development activities to partners are as follows:

1. Communication with new partners will state ACCF's position on support for non-development activity.
2. ACCF's partners will receive a copy of this policy.
3. The partner agreement Memorandum of Understanding (MOU) or equivalent will include clear definitions of development and humanitarian activity and non-development activity.
4. The partner agreement (MOU or equivalent) will require the partner to agree that the ACCF funds designated for development and humanitarian purposes will not be used to fund any non-development activity.
5. Ongoing dialogue between ACCF and its partners will reinforce the definitions of development and humanitarian and non-development activity and the need for a separation between development and humanitarian and non-development activity.

## Policy Implementation and Review

1. The signatory will review this policy on a regular basis, at least every two years.
2. Confirmation of internal compliance with this policy will be undertaken at least once annually.
3. Introduction of the policy will be included in the induction process, to be read by all staff.
4. A workshop/meeting will be regularly organised to present the policy to staff and keep them updated on any changes.

## Definitions

<b>Non-aid and development activity</b>	Includes activity undertaken to promote a particular religious adherence or to support a particular party, candidate or organisation affiliated to a political party.
<b>Aid and development</b>	Aid and development refers to activities undertaken in order to reduce poverty and address global justice issues. In the non-government organisation sector, this may occur through a range of engagements that includes community projects, emergency management, community education, advocacy, volunteer sending, provision of technical and professional services and resources, environmental protection and restoration, and promotion and protection of human rights.
<b>Promoting a particular religious adherence</b>	ACCF does not undertake any activities with the intention of converting individuals or groups from one faith and/or denominational affiliation to another.
<b>Supporting a particular party, candidate or organisation affiliated to a political party:</b>	ACCF personnel or their representatives (when using the ACCF name or resources in paid time) are not involved in any party political activities; does not use funds or resources to facilitate or support a specific political party, candidate, or party political organisation in a local, regional or general/national election; does not use funds or resources to facilitate or support a particular politician or faction to gain power within a government or within a party-political

structure.

## References/Sources of Authority

- Australian Council for International Development's (ACFID) Code of Conduct, effective 1 June 2017.
- Australian Council for international Developments' (ACFID) Code of Conduct, Quality Assurance Framework, effective 1 June 2017 (7.3)
- ACFID Members partners guidelines
- ACFID Members monitoring, evaluation and learning guidelines
- ACFID Member's communication statement

## Acknowledgement

Parts of this policy have been adapted from the Australian Council for International Development's (ACFID) Code of Conduct and policies considered by ACCF to encompass best practice.

## APPROVAL



Approved by the CEO:

Date: 30 /06 /2019

Approved by the Board:

Date: 30 /06 /2019

Version number:

V1

Date for review: 30/6/2020

## File name and path:

S:\ACCF Company\6 Operations & Administration\ACCF POLICIES-PROCESSES-PROCEDURES\POLICIES\ACFID POLICIES\02-EDITED DRAFTS\ACCF - Non-development Policy-7.3.2-V2.docx