

Hunter TAFE Foundation

Code of Practice for Philanthropy

Hunter TAFE Foundation is grateful for the philanthropic support from generous benefactors. Hunter TAFE Foundation recognises that the support of well-motivated individuals and organisations will always be important. Equally, there are many people in our society who are eager to make a lasting contribution to the role that TAFE NSW plays. To ensure that TAFE NSW earns and maintains the respect and trust of the general public, and that Donors and prospective Donors can have full confidence in them, Hunter TAFE Foundation has committed themselves to this Code of Practice.

For the purpose of this policy, Hunter TAFE Foundation includes Directors, as well as TAFE NSW staff and contractors working on behalf of the Foundation.

Responsibilities of the Hunter TAFE Foundation

1. The Hunter TAFE Foundation will welcome and respect the interest of individuals and organisations in seeking to contribute to the Hunter TAFE Foundation.
2. The Hunter TAFE Foundation will ensure that personnel engaged in Donor liaison and the soliciting of donations will not grant or accept favors for personal gain and avoid any actual, potential or perceived conflicts of interest.
3. The Hunter TAFE Foundation will ensure that all personnel involved in managing donations exercise prudent judgement in their stewardship responsibilities.
4. The Hunter TAFE Foundation will ensure that only authorised representatives of the Hunter TAFE Foundation undertake any activities pertaining to the request for donations.
5. The Hunter TAFE Foundation will not seek or accept donations where this would be inconsistent with the Hunter TAFE Foundation or TAFE NSW Policy.
6. The Hunter TAFE Foundation will at all times respect information about Donors and prospective Donors and their donations, and will ensure that such information is handled confidentially, to the extent provided by law and consistent with the Donor's wishes.
7. The Hunter TAFE Foundation will ensure that potential Donors are encouraged to seek independent professional advice about the taxation status and any other business or legal implications of their donations or potential donations. Hunter TAFE Foundation may work with such advisers to assist with donation arrangements.
8. The Hunter TAFE Foundation will ensure that non-cash donations and donations in kind are evaluated, having regard to the Hunter TAFE Foundation's capacity to

use the donation effectively, the benefits they may bring and any on-going costs associated with their use and maintenance.

9. The Hunter TAFE Foundation will ensure that all donations are treated in accordance with the Donor Agreement, to the extent consistent with the letter and spirit of the Law.
10. The Hunter TAFE Foundation will ensure that all donations are dealt with in accordance with the laws and regulations, if applicable.
11. The Hunter TAFE Foundation will confirm the acceptance of all donations in writing.
12. The Hunter TAFE Foundation reserves the right to decline a donation for any reason.
13. The Hunter TAFE Foundation will ensure that all Donors have access to the most recent published financial statements of the Hunter TAFE Foundation.
14. The Hunter TAFE Foundation will ensure that Donors receive prompt, truthful and complete answers to their enquiries.
15. The Hunter TAFE Foundation will ensure that all Donors receive appropriate acknowledgement and recognition, being mindful of the donor's wishes.

Right of Donors

16. A Donor can expect to be informed of the Hunter TAFE Foundation's mission, of the way the Hunter TAFE Foundation intends to use the donation, and of its capacity to use donations effectively for their intended purposes.
17. A Donor can expect that the Hunter TAFE Foundation will actively and positively provide relevant information on the Hunter TAFE Foundation, and the use of, and progress with, the donation.
18. A Donor can expect to be informed of the identity of the Hunter TAFE Foundation's key personnel in seeking and managing the donation.
19. A Donor can expect that the behavior of individuals representing the Hunter TAFE Foundation will be professional in nature at all time.
20. A Donor can expect that no program, agreement, trust or contact will be pursued with potential Donors at the expense of the Donor's best interest and motivations.
21. A Donor can expect that their confidential information will be treated confidentially and will not be shared with any organisation outside the Hunter TAFE Foundation and TAFE NSW without their explicit permission, except for any legitimate government purpose or process required by the Law.