

### 1. Policy

Abbeyfield Australia and its affiliated local societies are entrusted by government, the community and our residents to manage its services and assets prudently and fairly. As not for profit organisations Abbeyfield Australia and its affiliated local societies can receive donations, however it is extremely important that a donation does not lead to a perception of corrupt conduct where the recipient, donor or an observer assumes that:

- the recipient may lack impartiality in the course of their duties; or
- the recipient is under obligation to the donor; or
- the recipient may favour the donor in business dealings.

As any perception of corrupt conduct or favouritism reflects badly on Abbeyfield and the sector, this policy outlines the procedures to be followed if receiving donations.

### 2. Donations

Donations include donations in kind such as goods, services, services at reduced cost, staffing, use of resources as well as money. Examples include:

- Money
- Gifts
- Free or reduced tickets to shows or events
- Use of accommodation
- Use of staff at no cost
- Contractors or suppliers providing services at no or at a reduced cost
- Contractors or suppliers providing goods at no or reduced cost

### 3. Linked policies

- Reducing the Risk of Fraud and Corruption
- Code of Ethics and Conduct
- Gifts

### 4. Register of donations

Abbeyfield Australia and its affiliated local societies will each maintain a register of donations. For all donations with a fair value of \$200 or more, the description of the donation, value, name of donor, and reason for accepting or declining the donation must be recorded in the register of donations. The register of donations received will be reported in the respective entities' Annual Report.

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### 5. Complaints and appeals

Any person who believes that there has been a breach of this policy can complain using the Reducing the risk of fraud policy.

### 6. Quality assurance

All volunteers, staff and directors are aware of the policy on donations.

Any donations that are received are recorded in the register of donations and reported in the Annual Report.

### 7. Approval

This policy and procedure was approved at the Board meeting held on the 13 February 2010 and is effective immediately.

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