

ETHICS POLICY for WILPF FUNDRAISING

Valid from March 2014

Any fundraising activity has to incorporate an ethical responsibility to our donors and members as well as to our mission. Therefore, we need to be guided by a sense of integrity in our relationships with our donors. Women's International League for Peace and Freedom (WILPF)'s ethical foundation is built on the reassurance that the trust of the donor, our members and our organization is maintained, which requires openness, transparency and respect. The following ethical policy is designed to this end.

CODE OF ETHICAL FUNDRAISING

A. Donor's Rights

1. All fundraising solicitations by or on behalf of WILPF will disclose our name and purpose for which the funds are requested. Printed solicitations (however transmitted) will also include our address or other contact information.
2. Donors and prospective donors are entitled to the following, promptly upon request:
 - the most recent annual report and audited financial statements;
 - confirmation of the tax deductibility of the donation (For example, for U.S. donors seeking a tax deduction for their gift, confirmation of the 501 (c) 3 status of WILPF UNO, Inc.)
 - a copy of this ethics code.
3. A member of staff, donors and prospective donors are entitled to know, upon request, whether an individual soliciting funds on behalf of WILPF is a volunteer, staff, or a hired fundraiser.
4. Donors will be encouraged to seek independent advice if WILPF has any reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income, or relationship with other family members.
5. Donor's requests to remain anonymous will be respected.
6. The privacy of donors will be respected. Any donor records that are maintained by WILPF will be kept confidential. Donors have the right to see their own donor record and to challenge its accuracy.

7. Donors and prospective donors will be treated with respect. Every effort will be made to honor their requests to:

- limit the frequency of solicitations;
- not to be solicited by telephone or other technology;
- receive printed material concerning WILPF;
- unsubscribe to email communication.

8. WILPF will respond promptly to a complaint by a donor or prospective donor about any matter that is addressed in this ethics policy. Complainants can forward to the Treasurer or other office bearer in writing concerns in the first instance.

B. Fundraising Practices

1. Fundraising solicitations on behalf of WILPF will: be truthful; accurately describe WILPF's activities and the intended use of donated funds.

2. In developing fundraising solicitations to foundations and/or corporations, WILPF will: follow strict processes for determining whether we want to engage with a corporation, especially if there is a funding opportunity (see below).

3. The Secretary General is responsible to identify external funding sources that fit within the ethical fundraising guidelines described herein. She will inform the WILPF International Treasurer and the Fundraising Committee of the Standing Finance Committee, wherever possible, of all sources being considered and of all proposals that have been submitted.

4. When seeking to approach external funding sources based in a country with a WILPF section, the Secretary General or other staff responsible for raising money will consult in advance with the appropriate leadership of that section.

5. Volunteers, staff and hired fundraisers who solicit or receive funds on behalf of WILPF will:

- adhere to the provisions of this code; act with fairness, integrity, and in accordance with all applicable laws;
- adhere to the provisions of applicable professional codes of ethics, standards of practice, etc.;
- cease solicitation of a prospective donor who identifies solicitation as harassment or undue pressure;

- disclose immediately to the Secretary General and International Treasurer any actual or apparent conflict of interest, and send a copy of the disclosure to the Standing Finance Committee;
- and not accept donations for purposes that are inconsistent with WILPF's objectives or mission.

5. Paid fundraisers, whether staff or consultants, will be compensated by a salary, retainer or fee, and will not be paid finders' fees, commissions or other payments based on either the number of gifts received or the value of funds raised.

6. WILPF will not sell its donor list.

7. The WILPF International Board will be informed at least annually of the number, type and disposition of complaints received from donors or prospective donors about matters that are addressed in this code.

C. WILPF Funding Acceptance Guidelines

WILPF accepts donations from governments, corporations, foundations, and other organizations, within a strict ethical framework. While WILPF is glad to have the assistance of organizations and governments that support its goals, it will not accept donations that will impair its ability to freely address social justice issues around the world or create the perception of a conflict of interest. WILPF will seek funding from organisations that are ethical in their dealings.

WILPF does not accept funding from organizations whose practices conflict with its international goals or those of its subunits or committees. This includes corporations and foundations whose revenues are derived from the production of weapons or nuclear power plants, or substantially derived from the production of military goods and services, tobacco, alcohol, bottled water, chemical products, mineral extraction, petroleum extraction and production, or other products and services inconsistent with WILPF's purpose. This also includes corporations and foundations that are currently or have been recently associated with human rights abuses, unfair labor practices, apartheid, environmental abuses, discrimination, or violence.

WILPF reserves the right to screen all potential sources of funding, and to decline any donations that would damage its reputation or its ability to function as a strong advocate for social justice.

D. Financial Accountability

1. WILPF's financial affairs will be conducted in a responsible manner, consistent with the ethical obligations of stewardship and the legal requirements of national regulators in Switzerland, the United States and each other country from which funds are obtained and in which WILPF holds funds.
2. All donations will be used to support WILPF's mission.
3. All restricted or designated donations will be used for the purposes for which they are given. If necessary due to program or organizational changes, alternative uses will be discussed, where possible, with the donor or the donor's legal designate. If the donor is deceased or legally incompetent, and WILPF is unable to contact a legal designate, the donation will be used in a manner that is as consistent as possible with the donor's original intent.
4. Annual financial reports will:
 - be factual and accurate in all material respects;
 - disclose the total amount of fundraising revenues;
 - the total amount of fundraising expenses;
 - identify government grants and contributions separately from other donations;
 - be prepared in accordance with generally accepted accounting principles and standards.
5. The cost effectiveness of WILPF's fundraising program will be reviewed regularly by the WILPF Standing Finance Committee.