

# **Hunter Institute of Technology Foundation**

## **Code of Practice for Hunter Institute of Technology Foundation**

### **Philanthropy**

Hunter Institute of Technology Foundation has the philanthropic support from generous benefactors. Hunter Institute of Technology Foundation recognises that the support of well-motivated citizens and corporations will always be important. Equally, there are many in society eager to make a lasting contribution to the role that TAFE NSW plays. To ensure that TAFE NSW earn and maintain the respect and trust of the general public, and that Donors and prospective Donors can have full confidence in them, Hunter Institute of Technology Foundation has committed themselves to this Code of Practice.

### **Responsibilities of the Hunter Institute of Technology Foundation**

1. The Hunter Institute of Technology Foundation will welcome and respect the interest of individuals and organisations in seeking to contribute to the Hunter Institute of Technology Foundation.
2. The Hunter Institute of Technology Foundation will ensure that members engaged in Donor liaison and the soliciting of gifts not grant or accept favours for personal gain and avoid actual or apparent conflicts of interest.
3. The Hunter Institute of Technology Foundation will ensure that all personnel involved in managing gifts exercise prudent judgement in their stewardship responsibilities.
4. The Hunter Institute of Technology Foundation will ensure that only authorised representatives of the Hunter Institute of Technology Foundation undertake solicitation of gifts.
5. The Hunter Institute of Technology Foundation will not seek or accept gifts where this would be inconsistent with the Hunter Institute of Technology Foundation or TAFE NSW Policy.
6. The Hunter Institute of Technology Foundation will at all times respect information about Donors and prospective Donors and their gifts 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 Institute of Technology 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 gifts or potential gifts. Hunter Institute of Technology Foundation may work with such advisers to assist with gift arrangements.
8. The Hunter Institute of Technology Foundation will ensure that non-cash gifts and gifts in kind are evaluated having regard to the Hunter Institute of Technology

Foundation's capacity to use the gift effectively, the benefits they may bring and any on-going costs associated with their use and maintenance.

9. The Hunter Institute of Technology Foundation will ensure that all gifts are treated in accordance with the Donor's wishes, to the extent consistent with the letter and spirit of the law.
10. The Hunter Institute of Technology Foundation will ensure that all gifts are dealt with in accordance with the laws and regulations if applicable.
11. The Hunter Institute of Technology Foundation will confirm the acceptance of all gifts in writing.
12. The Hunter Institute of Technology Foundation reserves the right to decline a gift for any reason.
13. The Hunter Institute of Technology Foundation will ensure that all Donors have access to its most recent published financial statements of the Hunter Institute of Technology Foundation.
14. The Hunter Institute of Technology Foundation will ensure that Donors receive prompt, truthful and complete answers to their enquiries.
15. The Hunter Institute of Technology 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 Institute of Technology Foundation's mission, of the way the Hunter Institute of Technology Foundation intends to use the gift, and of its capacity to use gifts effectively for their intended purposes.
17. A Donor can expect that the Hunter Institute of Technology Foundation and its staff will actively and positively provide relevant information on the Hunter Institute of Technology Foundation, and the use of, and progress with, the gift.
18. A Donor can expect to be informed of the identity of the Hunter Institute of Technology Foundation key personnel in managing the gift.
19. A Donor can expect that the behaviour of individuals representing the Hunter Institute of Technology Foundation will be professional in nature.
20. A Donor can expect to be informed whether those seeking gifts from them are volunteers, Hunter Institute of Technology Foundation staff, or engaged agents.
21. 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.
22. A Donor can expect that their details will be treated confidentially and will not be shared with any organisation outside the Hunter Institute of Technology Foundation without their explicit permission.