

 Galway Hospice Foundation	Code of Practice
TITLE: Code of Conduct of Foundation Fundraisers	REFERENCE NO: RF-FR-39
OWNER: Michael Craig, Fundraising Manager	REVISION NO: 00
APPROVED BY: Sean O'Healy, Chief Executive	EFFECTIVE FROM: 18 th March 2015
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Code of Conduct of Foundation Fundraisers (refer to policy PP-CO-027)

The Foundation and its Fundraisers shall maintain the highest standards of good practice and shall ensure that all their fundraising activities are respectful, honest, open and legal. Any information obtained in confidence as part of the fundraising process shall not be disclosed without prior express consent.

The Foundation and its Fundraisers shall:

- 1) conduct themselves at all times with integrity, honesty and trustworthiness. They shall act at all times openly and in such a manner that donors are not misled;
- 2) respect the dignity of their profession and ensure that their actions enhance the reputation of themselves and the Foundation whom they represent;
- 3) act according to the highest standards and visions of the Foundation and the fundraising profession;
- 4) disclose whether they are employees of the Foundation, unpaid volunteers, or paid third party agents;
- 5) not knowingly or recklessly disseminate false or misleading information in the course of their professional duties, nor permit their subordinates to do so;
- 6) not represent conflicting or competing interests without the consent of the parties concerned;
- 7) not knowingly, recklessly or maliciously injure the professional reputation or practice of other members of the fundraising profession;
- 8) not knowingly act in a manner inconsistent with the Foundation's Fundraising Management policy (PP-CO-027) or knowingly cause or permit others to do so;
- 9) not exploit any relationship with a donor, prospect, volunteer or employee for personal benefit or misuse their authority or office for personal gain;
- 10) comply with the laws of the land which relate to their professional activities, both in letter and in spirit, and
- 11) advocate adherence within the Foundation to all applicable laws and regulations.
- 12) In the case of personal approaches in a public place, fundraisers shall carry a valid permit identifying the Foundation as the beneficiary, including the Foundation's name, telephone number, and the charity registration number.
- 13) The fundraiser should have a general knowledge about the services provided by the Foundation and shall be able to state that all funds raised shall be used to support the continuing delivery of the Foundation's services to those that need them.