



OPERATION FLORIAN LIMITED

ETHICAL DONATION POLICY

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Signed by:	

Registered Office: The Fire Station, Ardsheal Road, Worthing, West Sussex, BN14 7RN: Charity Registration No. 1149445
Limited Company No. 7909070

ETHICAL DONATION POLICY AND PROCEDURES

INTRODUCTION

Ethical Donation Policy Statement

This policy statement sets out guidelines that assist Operation Florian Ltd in developing and implementing our donation policy.

It should also provide reassurance to donor organisations, and their governing bodies, that aid donated to, Operation Florian Ltd will be used strictly in accordance with, and fully support, their responsible disposal policies and procedures.

This statement should be read in conjunction with Operation Florian Ltd Anti-Bribery and Corruption Policy statement.

- All donations should be planned to ensure that they benefit the recipient to the maximum extent possible.
- Aid will always be donated with absolute impartiality, with no consideration or favour given to one recipient over another. All decisions about allocation of donated resources will be made strictly according to a thorough needs assessment.
- Consideration will always be given to the sustainability of donated aid, particularly the recipient's ability to operate and maintain equipment and procedures safely and effectively for the intended lifespan of the aid.
- Donations will be made with due respect for the wishes and authority of the recipient, and in conformity with government policies and administrative arrangements of the receiving country.
- There should be no double standards in quality. If the quality of a donation is unacceptable in the donor country, it is unacceptable as a donation.
- Equipment that has reached the end of its life according to regulation is unacceptable as a donation.
- Equipment available for donation because it has reached the end of its policy life within a donor organisation may, however, be perfectly serviceable and acceptable to the recipient, subject to compliance with the recipient country's standards and regulations.
- There will always be effective communication between aid delivery organisations and recipients, and all donations will be made in accordance with a documented plan formulated by both parties.

- No equipment will be donated unless it is supported by suitable and sufficient training to ensure its safe and effective use.
- Operation Florian Ltd will provide such information and instruction as is necessary to ensure the safe and effective maintenance of donated equipment.
- Operation Florian Ltd will assure donor organisations that the aid donated will be used for the purpose for which it was donated. If, after repeated attempts, it is not possible to allocate equipment to a recipient, the donor will be consulted about how the equipment is to be disposed of.
- Operation Florian Ltd will carry out a thorough follow-up evaluation of the use of any aid donated and where appropriate will report back to the donor organisations on the effective deployment of their donation. A critical evaluation of the success or failure of the donation of equipment and training will be conducted.

This document describes the Charity's ethical donation policy and details how the Charity will effectively manage the risks it faces.

In the context of this document, the term 'risk' is used to describe uncertainties surrounding events and their outcomes which may have an effect on the Charity's ability to safely and effectively deliver its aims and objectives.

Risks faced by the Charity can be broadly classified in 5 groups:

- Reputational – those which have the potential to damage the Charity's reputation or standing within the community, with stakeholders and within the wider fire and charity sectors.
- Operational – those which threaten the Charity's ability to operate and deliver its project work safely and effectively
- Political – those which may adversely affect the Charity's reputation or standing with UK or foreign governments or which may put the Charity into conflict with government policy
- Legal – those which expose the Charity to the threat of criminal prosecution or civil litigation
- Financial – those which could cause the Charity to lose money or *which threaten the Charity's ongoing financial stability*

RESPONSIBILITIES

The Charity's Board is responsible for the effective implementation of this policy and will ensure its regular review.

Responsibility for specific aspects of its implementation may be delegated to nominated individuals, for example Project Managers, but the Board remains legally accountable for ensuring its effective implementation.

The Board will include a summary of significant risks faced by the Charity, and how these are managed, in its annual report on the "Risk Register".