

# DONATION ACCEPTANCE & PARTNERSHIPS ASSESSMENT GUIDELINES



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## INTRODUCTION

LiteHaus International believes that collaboration is crucial to delivering impact. We actively seek to engage with external organisations, groups and donors to achieve objectives which are consistent with our mission and vision. Engagements, either financial, in-kind or collaborative between LiteHaus International and other entities have the potential to be mutually beneficial and generate resources to support our programs. To effectively deliver impact, we rely on partnerships which are built on trust. Accordingly, we value integrity, and guarantee our own in return. We must ensure that we only partner or collaborate with entities which share our values and commitment to the Sustainable Development Goals, the promotion of human rights and environmental sustainability.

## INTENT

These guidelines aim to inform LiteHaus International's decision-making around partnerships and donations and to provide external entities with a clear understanding of the types of relationships LiteHaus International seeks, the principles and guidelines for engagement, and the parameters through which LiteHaus International works. The policy applies to organisations supporting LiteHaus International's activities in Australia and internationally, as our values and standards are universal.

## GUIDING PRINCIPLES

- Engagement, either via partnership, donation or general association, with other entities will be consistent with LiteHaus International's vision, mission and values.
- Engagement will only be entered into with organisations that meet Suitability Criteria and, in the case of long term implementation partnerships, have been assessed against the provisions of *Form 6.11 – Partnership Assessment*.
- Engagements must have the potential to deliver positive outcomes in programs, advocacy, financial or other support.
- Engagements must not compromise LiteHaus International's independence, sovereignty, reputation, integrity or credibility.

- Engagement activities must not adversely impact the beneficiary communities or core operations of LiteHaus International.
- Engagements must not infringe on LiteHaus International's values and commitments to the Sustainable Development Goals, the promotion of human rights, and expansion of diversity, equality and opportunity.
- Engagement activities must be carried out in line with relevant LiteHaus International policies.
- Engagements should be characterised by honesty, accountability, integrity, and transparency.

LiteHaus International will engage with organisations that:

- Can meet the guiding principles aforementioned;
- Demonstrate ethical business behaviour and good character;
- Are effectively governed as per principles of good governance;
- Are financially viable and appropriately resourced;
- Demonstrate a *well-intentioned* interest in advancing the aims of LiteHaus International.

Preference is given to engagement with organisations that demonstrate firm commitment to the core values of human rights, the Sustainable Development Goals, labour standards, the environment, anti-corruption, and anti-discrimination.

LiteHaus International will not engage with organisations that are directly involved in:

- Activity that demonstrates a disregard for the Sustainable Development Goals and human rights;
- Activity which is unethical, corrupt or unlawful;
- Activity which contravenes the provisions and commitments of LiteHaus International's policies;
- Activity which negatively affects the well-being of children or communities;
- Activity which is solely motivated by political objectives;
- Tobacco, alcohol, pornography, weapons or armaments industries;
- The supply of products or services which are known or suspected to negatively affect the health, development or well being of children or are otherwise detrimental to the interests of children, their communities or the environment in the countries where we work.

LiteHaus International recognises that some organisations may have historical instances of unethical or harmful practice and have subsequently exercised best endeavours to rectify these issues. LiteHaus International is willing to consider engagement with organisations that are genuine in identifying and actively rectifying past business practices that previously caused environmental, labour, child and human rights or corruption violations. In these instances, the Board of Directors will assume the authority and responsibility of determining the appropriateness of engagement from Management.

LiteHaus International will use particular care when considering engagement with organisations involved in the following industries:

- Gambling;
- Extractive resources;
- Logging.

## **PROCEDURES**

LiteHaus International will conduct a due diligence check on any entity that wishes to engage formally with us. The due diligence process will be conducted internally by LiteHaus International staff, although in special circumstances, an external assessor may be used. The check will include online searches, formal and informal reference checks. In the case of ongoing implementation partnerships, *Form 6.11 – Partner Capacity Assessment* (Refer Annexure A) will be completed.

Where complexity or possible contravention of suitability criteria and guiding principles occurs, management will escalate the decision to the Board of Directors. Equally, if the potential value of the partnership exceeds the value of \$100,000 or regards an international stakeholder, the decision will be escalated to the Board of Directors. This is in line with the *Delegation of Authority* provisions within the *Governance* chapter of the *Standard Operating Manual*.

LiteHaus International assesses each entity according to the suitability criteria above and takes into account:

- brand alignment;
- history of corporate social responsibility and philanthropy;
- motivation behind partnerships;
- reputation and any obvious violations of environmental, labour, human rights, anticorruption laws, ethical and/or business practices;
- any significant controversy, unfavourable media reports and/or widespread, negative public opinion;
- solvency;
- quality of governance;

If an assessment highlights disqualifying behaviour as identified above, LiteHaus International will also consider whether the entity has identified this issue and is actively engaged in correcting the business practice. If an entity is genuinely attempting to eradicate violations or improve governance, then LiteHaus International can consider working with them.

## **RELATED DOCUMENTS**

- LiteHaus International – Human Rights Statement
- LiteHaus International – Work Health & Safety Guidelines
- LiteHaus International – Environmental Sustainability Policy
- LiteHaus International – Sustainable Procurement Policy
- LiteHaus International – Standard Operating Manual

## ANNEXURE A – Form 6.11 – Partner Capacity Assessment

<b>1.0 – COMPANY PROFILE</b>		
<b>Registered Business Name</b>		
<b>ABN (or equivalent)</b>		
<b>Registered Business Address</b>		
<b>Primary Contact Name</b>		
<b>Primary Contact Position</b>		
<b>Primary Contact Email</b>		
<b>Primary Contact Phone</b>		
<b>Website</b>		
<b>Entity's Directors</b>		
<b>Company Structure</b>		
<b>For-Profit or Not-for-Profit?</b>		
<b>2.0 – COMPLIANCE, SOLVENCY, VALUES &amp; BRAND</b>		
Are the directors of the company clearly listed?	YES	NO
Are any directors of the company included on DFAT's Consolidated List?	YES	NO
Are audited financial statements from the last two fiscal years accessible?	YES	NO
Have the financial statements from the last two fiscal years been audited by a certified accountant?	YES	NO
Do the financial statements from the last two fiscal years indicate solvency?	YES	NO
If registered with ACNC or ASIC, is the entity's annual reporting up-to-date?	YES	NO
Is there separation of powers within the entity's operating structure?	YES	NO
Does the entity have an adequate policy framework, including a code of conduct and a child protection policy?	YES	NO
Has the entity been subject to negative media coverage in the last three years which could bring the LiteHaus International brand into disrepute?	YES	NO
Does the entity engage in activities which do not align with LiteHaus International's values?	YES	NO
Does the entity have any political or denominational affiliations or objectives which do not align to LiteHaus International's values?	YES	NO
<b>Comments:</b>		

### 3.0 – LOGISTICS AND SERVICES

*If this section does not apply, please move forward to Section 2.0*

Will the partner be relied upon to provide transport, freight, or other logistics support? If yes, do they have the capacity to deliver this support? Please detail their logistical infrastructure such as yards, space, vehicles, forklifts etc.	YES	NO
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**Comments:**

Will LiteHaus International personnel be required to visit the partner's operating site(s). If so, does the partner have adequate workplace health and safety plans and provisions?	YES	NO
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**Comments:**

Will the partner be relied upon to supply a product or service? If so, can the partner meet demand based on current projections of requirements?	YES	NO
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**Comments:**

### 4.0 – VERIFICATION

Has a LiteHaus International representative personally met two points of contact within the entity?	YES	NO
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For international entities, has the LiteHaus International country lead been involved in the assessment process?	YES	NO
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Does LiteHaus International share mutual partners with the entity who could be used as a reference to good character?	YES	NO
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Has a LiteHaus International representative conducted an inspection of relevant offices/sites?	YES	NO
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If yes to the above, were there any unusual, unreasonable, or unlawful practices observed?	YES	NO
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**Comments:**

**5.0 – PROSPECTIVE ACTIVITIES**

*Please outline the objectives and rationale for partnering with the entity*

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**6.0 – ASSESSOR DETAILS**

<b>Assessor</b>	
<b>Assessment Date</b>	
<b>Signature</b>	