

DONATION ACCEPTANCE & PARTNERSHIPS ASSESSMENT GUIDELINES



Reference	LH011	Date approved	27 th April 2023
Approved by	Board of Directors	Date for review	27 th April 2026

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 on 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.
- Engagement 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.
- An activity which contravenes the provisions and commitments of LiteHaus International's policies.
- Activity 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 considers:

- 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

FORM 6.11 – PARTNER CAPACITY ASSESSMENT

1.0 – COMPANY PROFILE		
Registered Name		
ABN (or equivalent)		
Registered Business Address		
Primary Contact Name		
Primary Contact Position		
Primary Contact Email		
Primary Contact Phone		
Secondary Contact Name		
Secondary Contact Position		
Secondary Contact Email		
Secondary Contact Phone		
Website		
Entity's Directors		
Company Structure <i>i.e. company, trust, charity; for-profit or non-profit</i>		
Regulatory Bodies <i>i.e. who does the entity have an obligation to report to?</i>		
2.0 – COMPLIANCE & TRANSPARENCY		
a) Is the entity's reporting obligations to regulatory bodies complete and up-to-date?	YES	NO
b) Are audited financial statements from the last two financial years accessible?	YES	NO
c) Have the financial statements from the last two financial years been audited by a certified accountant?	YES	NO
d) Do the financial statements from the last two financial years demonstrate solvency and financial compliance?	YES	NO
e) Has the entity or its directors ever been found guilty of unlawful practices or been de-registered?	YES	NO
f) Does the entity have a clear, accountable and transparent organisational structure consistent with corporate governance best practice?	YES	NO
g) Is the entity or its directors listed on DFAT's Consolidated List, Australian National Security Australia listed terrorist organisations, the Asian Development Bank's Sanction List or World Bank Listing of Ineligible Firms and Individuals?	YES	NO
Comments:		

3.0 – CONTROLS		
a) Does the entity have documented financial management procedures which cover reporting, controls, and risk management?	YES	NO
b) Does the entity have documented procedures relating to the prevention, detection and investigation of fraud?	YES	NO
c) Does the entity have documented procedures for complaints handling and whistleblowing?	YES	NO
Comments:		
4.0 – VALUES & REPUTATION		
a) Does the entity engage in activities which do not align with LiteHaus International's values?	YES	NO
b) Does the entity have a demonstrated track record of promoting gender equality, disability inclusion and environmental sustainability?	YES	NO
c) Does the entity engage in any activities which may contravene LiteHaus International's commitment to human rights and stance against modern slavery?	YES	NO
d) Has the entity been subject to negative media coverage in the last five years which could bring the LiteHaus International brand into disrepute?	YES	NO
e) Does the entity discriminate on the basis of age, gender, religion, sexual orientation, ethnicity, disability or political affiliation;	YES	NO
f) Does the entity have any political affiliations, agendas or ambitions?	YES	NO
g) Can the entity demonstrate its clear separation of development and non-development activities (where relevant)	YES	NO
h) Does the entity have a positive track record of engaging with primary stakeholders and communities? (where relevant)	YES	NO
Comments:		
4.0 – SAFEGUARDING		
a) Does the entity share LiteHaus International's commitment to the promotion of the welfare and rights of children?	YES	NO
b) Where the entity is a development actor, does it have documented procedures relating to child protection and safeguarding?	YES	NO
c) Does the entity have documented procedures relating to workplace bullying and harassment, as well as prevention of sexual exploitation and harassment?	YES	NO
Comments:		

[illegible]