



Donor Conduct Policy

Approving Authority: Board of Directors

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Background

- 1) University Hospitals Kingston Foundation (UHKF) values its donors and recognizes that it has various responsibilities to them – such as to thank them for their support, use their donations for the purpose(s) for which the donation(s) was/were given, demonstrate the impact of the donation(s) made and to not put undue pressure on them to make further gifts. These responsibilities are set out in UHKF’s codes of practice and systems of ethics. In addition to UHKF’s responsibilities to donors, UHKF and its directors, staff, and volunteers, have an expectation that donors also have concurrent responsibilities to them.

Purpose

- 2) The purpose of this policy is to set out UHKF’s expectations regarding donors and the manner in which they conduct themselves during their relationship(s) with UHKF its related health-care organizations and respective representatives. Charities rely on donors for their success, and this can lead to a power imbalance in the relationship. On occasion, charities have unfortunately encountered forms of inappropriate behaviour from a small number of donors. This policy is intended to raise awareness of the challenges that fundraisers may sometimes face, and to encourage discussion on this important issue. This policy is also in place to make clear that UHKF will not sacrifice a safe work environment in any way to deliver on a business objective or to meet fundraising goals.

Definitions

For the purpose of this policy:

- 3) A **donor** includes any person, organization or representative of an organization who makes a donation through UHKF. For the purpose of this policy, a donation includes not only a donation which qualifies as a gift as defined below, but also includes an actual or implied promise of a donation, and a donation which is made in cash, in-kind or deferred.

- 4) A **gift** is a voluntary transfer of property without benefit to the donor or to anyone designated by the donor, or of property that qualifies as a charitable donation within the meaning of the split receipting rules of the Income Tax Act (Canada).
- 5) **Fundraising** includes all solicitation undertaken on behalf of UHKF and/or its related health-care organizations, including but not limited to approaches to other foundations, national/local corporations and businesses, individuals, service clubs, special interest groups, patients and the public.
- 6) **Related health-care organizations** include the Kingston Health Sciences Centre and Providence Care Centre and their related sites and programs.

Jurisdiction/Scope

- 7) This policy applies to all donors who make donations of their time, talent and/or treasure to UHKF and its related health-care organizations.

Policy

General

- 8) The University Hospitals Kingston Foundation (UHKF) is a charitable foundation incorporated to support patient care, research, and education at Kingston Health Sciences Centre and Providence Care Centre.
- 9) UHKF fundraising activities are informed by UHKF's and related health-care organizations' strategic and operational plans and carried out in accordance with professional fundraising codes of ethics and with sensitivity and respect for donors.
- 10) UHKF is committed to inclusion, diversity, equity, and accessibility. Consistent with its values, UHKF is committed to providing a safe and respectful space for all in the community, at its workplace, and other work-related environments. UHKF staff, volunteers and donors are expected to communicate with each other in ways that are supportive, understanding, and non-threatening, whether in person, virtually, or in writing. Any act or threat of physical violence, threatening or disruptive behaviour, harassment, sexual harassment, aggression, or disrespectful comments will not be tolerated.
- 11) UHKF's expectation is that donors will comply with all organizational policies that apply to them, and the donor code of conduct outlined below.
- 12) UHKF will not sacrifice a safe work environment to deliver on a business objective or to meet fundraising goals.

Donor Code of Conduct

13) UHKF expects that all donors understand that:

- 13.1) They are making a voluntary donation to a charity, not buying a product or service. They therefore understand that fundraisers are not selling them a product or service, and that the professional relationship between donor and fundraiser is therefore not a customer-sales relationship.
- 13.2) They will treat fundraising staff as knowledgeable and respected professionals.
- 13.3) They will never discriminate against, harass, or sexually harass in any way UHKF staff or volunteers based on their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy and breastfeeding), sexual orientation, age, marital status, family status, disability, gender identity or gender expression or any other protected or prohibited grounds.
- 13.4) They recognize that they have considerable potential power in their relationship with UHKF, because they are in the position to give a donation. They promise not to exploit that power for personal gain.
- 13.5) They will not put conditions on their donation for their personal benefit or that of their family or friends, nor threaten to withhold it unless those conditions are met.
- 13.6) They will not use their power as a donor to divert UHKF or its related health-care organizations from their core missions. They understand that their donation does not entitle them to have influence on the operations or leadership of UHKF or its related health-care organizations.

Consequences of Not Adhering to the Code

14) Incidents of discrimination, harassment, sexual harassment, disrespect, abuse, or violence perpetrated by donors will be swiftly addressed by UHKF's senior leadership and Board of Directors. UHKF's responses will vary based on the severity of the incident and could include a range of consequences from a simple caution to a donor's public recognition being permanently removed and donations returned.

Review

15) This policy will be reviewed every three years or more often as required by the UHKF Board of Directors.

References

Charities Accounting Act, R.S.O. 1990, c. C.10

Personal Information Protection and Electronic Documents Act

Income Tax Act

Variation of Trusts Act, R.S.O. 1990, c. V.1

Trustee Act, R.S.O. 1990, c. T.23

Ontario Human Rights Code (R.S.O. 1990)

Occupational Health & Safety Act (R.S.O. 1990)

Related Documents

Code of Conduct Policy

Complaints Policy

Conflict of Interest Policy

Donor Recognition and Naming Policy

Financial Decision Authority Policy

Fundraising & Gift Acceptance Policy

Granting Policy

Privacy Policy

Workplace Violence, Harassment & Sexual Harassment Policy