

Tallaght University Hospital Foundation ("TUHF")

Donor Charter

With effect from 3/5/2018

Version	Approved by	Date
Donor Charter v1	Mason Hayes & Curran	12/4/2018
Donor Charter v1	Board	3/5/2018

Tallaght University Hospital Foundation ("TUHF")

Donor Charter

For Donors

Donors have the right to be assured that their gifts will be used for the purposes for which they were given.

TUHF respects the rights of donors to be informed about the causes for which TUHF is fundraising; to be informed about how their donation is being used; and to have their names deleted from mailing lists or databases if so requested.

Use of Donations

In raising funds, TUHF will accurately describe its activities and needs. The organisation's policies and practices will ensure that any donations received will be used solely to further the organisation's mission. Where donations are made for a specific purpose, for example towards a specific thematic fund, the donor's request will be honoured. If TUHF invites the general public to donate to a specific cause, then it will have a plan for handling any shortfall or excess.

Disclosure

Donors have the right to be informed of the status and authority of those soliciting donations. TUHF does not use paid third party agents.

Organisational Independence

TUHF will record and publish in the Annual Report and its Annual Accounts details of individual gifts, including gifts-in-kind, where TUHF judges that those gifts may be construed to have the potential to influence the independence of the organisation's decision making. Where anonymity is requested by a donor this will be respected, however the other details of the gift will be recorded and published (such that anonymity is preserved).

Volunteers

TUHF board and management has a detailed policy for its activities involving volunteers, including the relationship and communications with volunteers and how volunteers are managed.

Complaints and feedback procedure

TUHF has put in place procedures to enable interested parties to notify the organisation of their wishes, comments and complaints. In the first instance, please contact info@tuhf.ie

Where TUHF response does not satisfy the complainant, the CEO and, if necessary, the FAIG sub-committee and ultimately, if necessary, the TUHF Board will review the complaint. The person may also go to the Charities Regulatory Authority if they are not satisfied. All matters of illegality should be addressed immediately to An Garda Síochána.

Financial Controls

TUHF seeks to be best in class in governance issues and will follow the principles of best practice in financial management. A sub-committee (FAIG) of the board oversees internal financial control procedures and the Board of TUHF will ensure that all monetary income is used effectively and will minimise the risk of misuse. Audited accounts are prepared in accordance with the Statement of Recommended Practice (Charities SORP in accordance with FRS 102, effective January 2015)

and with generally accepted accounting principles in Ireland and Irish statute comprising the Companies Act 2014.

Human Resources

TUHF human resource policies conform fully to national labour regulations. These policies will seek to apply best practices in terms of employee and volunteer rights and health and safety at work.

Equality

TUHG will adhere to equality legislation and will not tolerate discrimination in any form.

Appointment of external auditor

TUHF's board shall appoint an external auditor as appropriate to audit/examine the annual accounts.

Additional information about fundraising codes is available on
<https://www.charitiesinstituteireland.ie/fundraising-codes-of-good-practice/>