Non-development Activity Policy

1. Purpose

AFAO is committed to ensuring we accurately represent our activities to the people we work with, our donors and the public.

This policy requires that AFAO and its partners clearly distinguish their aid, development and humanitarian objectives and activities from non-development objectives and activities.

2. Responsibilities

All staff and volunteers are required to comply with this policy.

3. Application of policy

This policy applies fully to AFAO's operations, including its international activities and the AFAO Foundation. References in this policy to AFAO include the AFAO Foundation.

AFAO will additionally extend the requirements of this policy to grantees.

Where this policy is contradicted by contractual obligations to funders, the contractual obligations must be adhered to. Exceptions to such obligations should be sought from funders prior to entering into contracts and any substantive areas of difference must be drawn to the attention of the Chief Executive Officer.

4. Definitions

The following definitions apply for the purposes of this policy:

- *Aid, development and humanitarian assistance* refer to activities undertaken to reduce poverty and address global justice issues, including the promotion and protection of human rights and access to health.

- *Non-development activities* include activities undertaken to promote a religious adherence or to support a political party, candidate, or organisation affiliated to a political party. This does not include advocacy which is aimed at persuading and influencing decision makers and opinion leaders and is not aimed at promoting partisan political objectives.

- *Advocacy* includes activities undertaken to change the systemic and structural causes of poverty and disadvantage which may include popular campaigning, lobbying, research, policy positions, alliances and use of media. It may occur in Australia or overseas.

Policy number: 035
Approved: 27 April 2020
Review date: April 2022
Approved by: AFAO Chief Executive Officer

5. Policy

AFAO is committed to ensuring funds and other resources designated for aid and development are used only for those purposes and are represented appropriately to partners, stakeholders, donors and the public.

Aid and development funds will not be used to promote a religious adherence, support a political party or promote a candidate or organisation affiliated to a party or platform.

AFAO will ensure it accurately represents its activities to the people we work with, donors and the public.

The accurate representation of our activities reflects AFAO's commitment to accountability, honesty and transparency and supports the development of trusting relationships with communities and the public.

The separation of development activities from non-development activities will apply in each of the following areas:

- programming
- expenditure reporting
- fundraising
- advocacy campaigns
- communications
- choice for donors
- partners.

6. Procedure

All project proposals will be assessed at the time of development and during the life of the project by the manager with accountability for the project to determine whether it includes non-aid and development components.

Unless otherwise agreed, accountable manager will be the Manager, SKPA Program, for international projects and the Deputy Chief Executive Officer for Australian programs.

Any issues not in compliance with this policy must be recorded and addressed to ensure the policy requirements are adhered to before the project is approved or continues and reported to the Chief Executive Officer.

Any aspects of the project that should be closely monitored over the life of the project shall be recorded to ensure compliance with this policy

When assessing potential partners and grantees, the accountable manager will identify whether the partner is engaged in non-development activities, and if so, how it will manage and account for those activities separately from the aid and development activity to which the potential arrangement with AFAO relates.

Components of projects that represent non-development activity will be managed, reported and accounted for separately to aid and development components.

Where relevant, in-country project monitoring will include monitoring of the separation of non-development activities from development and humanitarian activities.

AFAO's Ethical Decision-Making Framework may be used assist in identifying non-development activities.

From time to time AFAO will partner with advocacy organisations on the basis that their activities are not in support of a political party or candidate.

6.1 Grantees

All applicable grant agreements will include clear definitions of development and humanitarian activity and non-development activity.

The agreement will require the partner to agree that AFAO funds designated for development and humanitarian purposes will not be used to fund any non-development activity.

Ongoing dialogue between AFAO and its partners will reinforce the definitions of development and humanitarian and non-development activity and the need for a separation between development and humanitarian and non-development activity.

In entering into agreements, AFAO will assess risks and discuss with grantees its requirements for ensuring funds and other resources designated for aid and development are used only for those purposes. AFAO will additionally include these matters in its reporting templates for grantees and ensure these matters are discussed at least annually in grantee contract management meetings.

7. Breach of policy

A staff member, volunteer or contractor who acts in breach of this policy may face disciplinary action, up to and including termination of employment or volunteer engagement.

A funded partner or sub-recipient who acts in breach of this policy may face actions, up to and including termination of funding.