



Hands On Payroll Giving Code of Conduct as approved by the Association of Payroll Giving Organisations

Members of the Association will:

- Adhere at all times to the legal requirements of the Charities Act 1992, and any amendments made to it from time to time, and any other regulations for Scotland and Northern Ireland in the same manner.
- Adhere to the letter and spirit of this Code of Conduct and any Codes of Practice as approved by the Association of Payroll Giving Professional Fundraising Organisations, and the Institute of Fundraising as they impact upon its Membership.
- Respect the Single PFO Agreement taken out between a PFO and an Employer.

Note - The Single Agreement is an agreement between an employer and a PFO. This in general allows that PFO access to the employer's premises under arrangement made with local management, subject to all requirements required by the employer. All other members can request permission to promote within that company but the approach must be made at Head Office/National level.

This Single Agreement List only applies to members of this Association.

Ensure that their staff when promoting Payroll Giving and including any sub contracted employees:

- Wear, at all times, visibly, the Identity Badge provided by the Professional Fundraising Organisation (PFO) which contains the statement required under the Charities Act 1992, Part 2 Section 60 (1), and , if asked describe their role as 'representing' or 'working on behalf of client charities'.
- do not inflict undue pressure on potential donors to sign a pledge for Payroll Giving
- do not actively encourage existing donors in any way to change their donation to another charity
- act honestly and in a manner that does not mislead.

In particular will:

- not knowingly disseminate misleading or false information in the course of their professional duties
- inform donors that payroll donations are a regular and ongoing contribution
- state that they represent their PFO and no other
- not imply that they are volunteer fundraisers
- allow donors to select ANY charity, even if this charity is not represented by that PFO
- when an employee indicates that he/she wishes to remain anonymous, or does not wish to receive any literature or information, mark the donor forms clearly to this effect i.a.w. the current Data Protection Act.

A copy of this Code of Conduct will be issued to every member of staff and representative and shall form part of their contract of employment and training.

The Association will support its members in promoting this Code of Conduct to all stakeholders involved in payroll giving to charity; agency charities and client fundraisers; employers; employees/potential donors.

NAME OF FUNDRAISER:.....

SIGNED:.....

DATE:.....

SIGNED.....

HOPG Director



Hands On Payroll Giving Code of Practice

Professional Conduct

Hands On Payroll Giving fundraisers undertake to:

- conduct themselves at all times with complete integrity, honesty and trustfulness
- respect the dignity of their profession and ensure that their actions enhance the reputation of themselves and the charitable sector
- act according to the highest standards and visions of their organisation, profession and conscience
- advocate within their organisations adherence to all applicable laws and regulations
- avoid even the appearance of any criminal offence or professional misconduct
- bring credit to the fundraising profession by their public demeanour
- encourage colleagues to embrace and practice this Code of Conduct.

They shall:

- not misuse their authority or office for personal gain
- comply with the laws of the United Kingdom which relate to their professional activities, both in letter and spirit
- advocate within their organisations compliance with the laws of the United Kingdom which relate to their professional activities, both in letter and spirit
- not exploit any relationship with a donor, prospect, volunteer or employee for personal benefit
- not knowingly, recklessly or maliciously injure the professional reputation or practice of other members of this profession
- at all times act honestly and in such a manner that donors are not misled
- not knowingly or recklessly disseminate false or misleading information in the course of their professional duties, nor permit their subordinates or colleagues to do so
- not represent conflicting or competing interests without consent of the parties concerned after full disclosure of the facts
- not knowingly act in a manner inconsistent with this Code, or knowingly cause or permit others to do so.

Professional Competence

Hands On Payroll Giving fundraisers are expected to:

- strive to attain and apply a high level of competence to the efficient conduct of the work entrusted to them
- improve their professional knowledge and skills in order that their performance will better serve others
- recognise their individual boundaries of competence and be forthcoming and truthful about their professional experience and qualifications
- seek to ensure that all who work with them have appropriate levels of competence for the effective discharge of their duties
- endeavour always to work in harmony with their colleagues and to encourage less experienced colleagues to attain and apply their own levels of acceptable professional competence.

Hands On Payroll Giving fundraisers shall:

- not disclose (except as may be required by statute or law) or make use of information given or obtained in confidence from their employers or clients, the donating public or any other source without prior express consent
- adhere to the principle that all information created by, or on behalf of, an organisation is the property of an organisation and shall not be transferred or utilised except on behalf of that organisation.

Donors' Charter

Fundraisers will promote and support the principles of the Charter during the course of their professional activities. The up to date version for which can be sent on request or accessed here: <http://www.institute-of-fundraising.org.uk/library/treatingdonorsfairly/>

By signing this document you agree to adhere to these guidelines

NAME OF FUNDRAISER:.....

SIGNED:.....

DATE:.....