



NON DEVELOPMENT ACTIVITY POLICY



Contents

| | | |
|------------|---|----------|
| 1. | Policy Statement | 3 |
| 2. | Application of this Policy | 3 |
| | Non-contractual status of this policy..... | 3 |
| 3. | Background | 3 |
| 4. | Definition of Aid and Development Activities | 4 |
| 5. | Definition of Non-Development Activities | 4 |
| 6. | Compliance | 4 |
| 7. | Guiding Principles..... | 4 |
| 8. | Obligations and Control Procedures | 5 |
| 9. | Implementation and Review | 6 |
| 10. | Further Resources..... | 6 |

1. Policy Statement

- 1.1 This Non-development Activity (Policy) has been created for HOST International (HOST) to demonstrate the commitment to separation between aid and development and non-aid and development objectives and activities.
- 1.2 This Policy provides guidance for HOST staff and all partners working with HOST to achieve common goals and objectives in relation to separation of aid development and non-aid development activities.
- 1.3 This Policy addresses our ACFID compliance obligations when communicating with or soliciting donations from private donors and the public, including fundraising for restricted and unrestricted purposes from aid agencies, sponsors and supporters, and fundraising.

2. Application of this Policy

- 2.1 This Policy applies to all staff including board members and volunteers. This Policy also extends to partners and associated implementing organisations.

Non-contractual status of this policy

- 2.2 This Policy is not in any way incorporated as part of any award or enterprise agreement entered into by HOST, nor does it form any part of an employee's contract of employment. HOST may amend this Policy at any time in its sole discretion.

3. Background

This Policy addresses compliance obligations relating to Principle 7.3.2 of the ACFID Code of Conduct. This verifier states that Member's development activities constantly demonstrates the separation of development and non-development activities.

HOST works with individuals, the community and others to support and build a better life for displaced people and their host communities. HOST is a secular organisation and does not engage in or support any evangelical activities and is not linked to any political parties. In living out value of compassion, HOST cuts through political and cultural distractions to identify the people most in need of protection and support.

On occasion HOST will work with partners involved in faith-based community work, however this is conducted on this basis that support is provided without evangelising or making participation conditional on conversion or adherence to a particular religious denomination.

HOST occasionally partners with organisations who are involved with advocacy on the basis those organisations are not in support of a particular political party or candidate.

- 3.1 The distinction between funds and/or resources used for aid and development activities and non-development activities will be maintained at all times including the separation of development activities from non-development activities in:
 - (a) Programming.
 - (b) Expenditure reporting.
 - (c) Fundraising.
 - (d) Advocacy campaigns.

- (e) Communications.
- (f) Choice for HOST donors and partners

4. Definition of Aid and Development Activities

Aid and development refers to activities undertaken in order to reduce poverty and address global justice issues via direct engagement through community projects, emergency management, community education, advocacy, volunteer sending, provision of technical and professional services and resources, environmental protection and restoration, and promotion and protection of human rights.

HOST is committed to ensuring that funds and other resources designated for the purpose of aid and development are used only for those purposes. The concept of aid and development activities can be distinguished by the following principles:

- (a) Strengths based approaches which encourage people and communities to create solutions for themselves
- (b) Processes that seek to address the causes of poverty
- (c) Processes that seek to empower rights holders to claim their rights and ensure that duty bearers exercise their duties
- (d) Supporting systems and structures which enable people to move out of poverty
- (e) Emergency relief, disaster recovery and meeting the immediate needs of refugees and internally displaced people

5. Definition of Non-Development Activities

HOST is a secular organisation and does not provide support for evangelical activities and partisan political activities.

Evangelical activities are those activities that promote a particular religious adherence or are undertaken with the intention of converting individuals or groups from one faith and/or denominational affiliation to another.

Partisan political activities are those that are associated with facilitating or supporting specific political individuals to gain power. 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.

6. Compliance

This Policy provides a framework for HOST compliance with Principle 7.3.2 of the ACFID Code of Conduct. This principle provides that Members development initiatives constantly demonstrate the separation of development activities from non-development activities.

7. Guiding Principles

HOST supports and is committed to abiding by the following principles:

- (a) to ensure accurate representation of our activities to the people we work with, donors and the public
- (b) to ensure that funds raised for aid and development purposes are not used to exploit people and communities who are vulnerable and do not place any conditions or obligations on recipients in terms of non-development, religious or political outcomes that would affect their access to services being

offered

8. Obligations and Control Procedures

Obligation: Separation of and development and humanitarian and non-development in programs and projects.

Procedures:

*HOST will appraise all project proposals to determine whether they include non-aid and development components.

*HOST will record any issues, which will then be followed up to ensure that the policy requirements are satisfied before the project is approved.

*HOST will record any aspects of the project that should be closely monitored over the life of the project to ensure compliance with this policy.

*In-country project monitoring will include, where relevant, monitoring of the separation of non-development activities from aid and development activities as part of Monitoring and Evaluation processes.

Obligation: Separation and development and humanitarian and non-development in communications – including advocacy materials.

Procedures:

*Guidelines are in place that address appropriate reporting in organisational promotional materials.

*All articles written by overseas project partners or photos supplied by partners for reporting materials are reviewed for differentiation between development and humanitarian and non-development activities.

*Communications materials are reviewed by the HOST Communications Manager prior to publication to ensure separation of reporting and fundraising for development and humanitarian and non-development activities.

Obligation: Separation of development and humanitarian and non-development in fundraising and provision of choice for donors.

Procedures:

*Fundraising materials will be reviewed prior to publication to ensure that solicitations make a clear distinction between aid and development and nondevelopment activities where required.

*Where fundraising solicitations include references to both development and humanitarian and non-development activities, they will be reviewed to ensure that donors are provided with the choice of contributing to aid and development activity only.

Obligation: Extending the separation of development and humanitarian and non-development activities to partners

Procedures:

*Communication with new partners will state HOST's position on support for non-development activity.

*Partners working with HOST will receive a copy of this policy

*All HOST MOU'S will require the partner to agree that HOST's funds are designated for development and humanitarian purposes will not be used to fund any non-development activity.

*Ongoing dialogue between HOST 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.

9. Implementation and Review

This Policy will be reviewed annually OR at any other time as required.

Confirmation of internal compliance with this policy will be undertaken at least once annually.

10. Further Resources

ACFID Code of Conduct and Good Practice Toolkit for Compliance Indicator 7.3.2

ACFID Code of Conduct: Definitions

HOST Evaluation Policy

HOST Memorandum of Understanding template

HOST Partnership Commitment Policy