

H E I L A L A

## Non-Development Activity Policy

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## Purpose

This policy outlines the clear separation between the aid and development and non-aid and development objectives and activities of Heilala Incorporated. This separation will be communicated in all aspects of our work including fundraising, programs, financial reporting and other activities.

## Scope

This policy is intended to apply to all Heilala's activities. The policy is applicable to all Heilala members, board members, volunteers and interns and also extends to Heilala partner organisations and associated implementing organisations.

## Objectives of Heilala

Heilala brings together the dual, and symbiotic, aims of:

- protecting the environment
  - through the recovery and reuse of office furniture and fittings and related products; and
- improving the lives of people in developing countries
  - through the provision of high quality office furniture and fittings and related products to government agencies and non-government service organisations.

Working with partners: Heilala will achieve these aims by working closely with government and non-government partners to facilitate the provision, transport and delivery of these products to the most relevant government and non-government recipients in developing countries.

## Policy

### Aid and development activities

References to activities of 'aid and development' in this policy are taken to have the same meaning as those in the ACFID Code of Conduct being, any activities undertaken in order to reduce poverty and address global justice issues which may include 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.

Heilala is committed to complying with all of its obligations in relation to the use of funds and resources designated for the purpose of aid and development.

Heilala commits to use funds and resources designated for the purpose of aid and development only for the purposes for which they were donated.

Funds and resources donated for the purpose of aid and development will not be used for any other non-aid and development activity including to promote a particular religious adherence or to support a political party, or to promote a candidate or organisations affiliated to a particular party.

Aid and development projects operated by Heilala will be conducted on a non-discriminatory basis and will not be limited to individuals of a particular race, religion, gender, age, ethnicity, sexuality, or political preference. It is our intention to ensure that our commitment to human rights and anti-discrimination are evident in all aspects of our work.

## **Political involvement**

Heilala is not aligned with and does not seek to endorse any political party, nor is it the intention of Heilala to do so in the future.

Heilala is and will remain an impartial organisation that does not support or oppose any particular government, political party or political candidate or organisation affiliated to a particular party. It will not engage in any political activity, including but not limited to campaigning or lobbying.

It is the aim of Heilala to respect the local and national levels of government in the countries where Heilala operates and it seeks to cooperate with government agencies and to work within existing legal structures.

## **Clear separation of activities**

Heilala will maintain a clear separation between aid and development and non-aid and development activities at all times.

Heilala strives to maintain high standards of transparency and integrity in all of its interactions with relevant stakeholders.

As a result, Heilala agrees to ensure that the separation between aid and development activities and non-aid and development activities is clearly conveyed in all fundraising and program activities, public communications and report.

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