

ChemSec – Guidelines for fundraising

INTRODUCTION

ChemSec uses fundraising to increase our ability to take steps towards a world free of hazardous chemicals. ChemSec follows the rules set out by the Swedish Fundraising Control and requirements for fundraising stated in the quality code of FRIL (Swedish Fundraising Council) as well as applicable legal and other requirements.

GUIDING PRINCIPLES

Fundraising must always be based on respect, honesty and transparency, expressed through these guiding principles that apply to all our fundraising activities:

- ChemSec does not do fundraising in public places, face-to-face or door-to-door and never to or with the help of minors. Our fundraising is done through our websites, publications, newsletters, seminars and conferences. We do not send out invoices or products to people who have not ordered them.
- Donations are always voluntary and never linked to constraints or favours. If a donor wants to be anonymous and/or does not want to be contacted again with requests for further donations, we always respect that.
- Even though there are administration costs related to fundraising activities, ChemSec ensures that these costs never exceed 25% of the total funds raised for projects during one calendar year.
- ChemSec reserves the right to decline donations from donors that are not aligned with our aims, values and working principles or when a donor requests that funds should be used in a way that is not aligned with our work at that time. In such cases ChemSec always gives feedback explaining why a donation has been declined.
- In the event that we receive a gift and it is not clear what the gift is for, or if it is not even clear that the gift was intended for ChemSec, we always contact the donor to achieve clarity in these matters.
- Any complaints in relation to how donations are used by ChemSec or regarding any of our fundraising activities are treated with respect and responded to without unnecessary delay.

FINANCIAL CONTROL AND REPORTING

ChemSec's internal financial control procedures ensure that all funds raised are used effectively and minimise the risk of funds being misused. We follow the requirements for financial management in FRIL's quality control, including publicly available (from our website) annual reports on finance, annual accounts and our activities.