

# Guidelines for Fundraising

## Introduction

ChemSec uses fundraising to increase its ability to take steps towards a world free from hazardous chemicals. ChemSec follows the rules set out by the Swedish Fundraising Control and requirements for fundraising stated in the quality code of GIVA Sverige (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 from or with the help of minors. Its fundraising is done through its websites, publications, newsletters, seminars and conferences. ChemSec does 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, ChemSec always respects 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 its aims, values and working principles or if a donor requests that funds should be used in a way that is not aligned with its work at that time. In such cases ChemSec always gives feedback explaining why a donation has been declined. To identify any possible risks to ChemSec from engaging with a donor, ChemSec searches the donor's website and annual reports to learn about the donor's business, environmental goals, sustainability goals and vision. The Executive director decides if a donor will be accepted or not.



- In the event that ChemSec receives 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, the donor is always contacted 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. ChemSec follows the requirements for financial management set out in Giva Sverige's quality code, including publicly available (from our website) annual reports on finance, annual accounts and its activities.

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**This document was adopted on 7 September 2017 and revised on 21 June 2023.**