



Engaging Third Parties Policy

Policy Name:	Engaging Third Parties	Policy Number:	HA/FIN/ETP	Version Number:	002
Approved Date:	Aug 2018	Responsible Dept:	Finance & Services	Scheduled Review Date:	Sept 2020

1. Introduction

Human Appeal is an incorporated UK charity working across the globe to strengthen humanity’s fight against poverty, social injustice and natural disaster, through the provision of immediate relief and establishment of self-sustaining development programmes. Our vision is to contribute to a just, caring and sustainable world, free of poverty. Human Appeal does this by raising money to fund immediate and long-term sustainable solutions and empower local communities.

2. Policy Statement

Human Appeal recognises the need to take all reasonable steps to protect its independence, brand, and status and its reputation as a trusted charity in the perception of all stakeholders, whether supporters, partners, the authorities worldwide, and our beneficiaries. We have a number of safeguards in place to ensure that we are not associated with any party that may bring the charity into disrepute or is linked to extremism¹. We apply strict vetting procedures for all relevant parties.

3. Policy Objective

3.1. The objective of this policy is to ensure compliance by Human Appeal, its staff, volunteers and contractors who act as staff within its procedures relating to engaging with third parties, and to provide information and guidance on how to deal properly with and engage third parties.

3.2 .Human Appeal believes that engagement of the greatest number of actors on common causes and participation in bilateral or multilateral action is of strategic importance. In the broad spectrum of engagement open to the charity, the highest level of engagement is on the basis of shared vision and values, while the minimum is on a common cause. However, the risk to independence, reputation, brand, and status must be properly assessed against the benefits accrued from working with third parties to achieve the charity’s objects.

3.3. The engagement of third parties is governed by these fundamental rules.

- The arrangement must demonstrably contribute to achieving the charity’s objects.
- The contribution or powers of the third party are not such that it is in effective control of the charity.
- As an organisation driven by values and faith, we believe that the ends do not justify the means, however noble the former, and act accordingly.

4. Definition of terms

¹ See: Policy on “Addressing Extremism”



4.1. Within this policy, third parties are defined as those natural or legal persons representing, supporting, or providing service to the charity, with or without consideration, including, but not limited to:

- 4.1.1. Speakers invited by the charity.
- 4.1.2. Artists performing at the charity's events
- 4.1.3. Fundraisers collecting charitable funds for the charity.
- 4.1.4. Goodwill ambassadors representing the charity.
- 4.1.5. Sponsors of the charity's activities.
- 4.1.6. Institutional donors and high net worth individuals.
- 4.1.7. Partners delivering projects in the field.
- 4.1.8. Political actors² with interest in the charity's work.
- 4.1.9. Volunteers³ freely giving their time to the charity.

5. Policy Provisions

5.1. Human Appeal shall:

- 5.1.1 conduct due diligence⁴ screening of all third parties and provide a proper and documented assessment of the risks and benefits to the charity;
- 5.1.2 not engage, promote, or provide a platform for any party whose views, ethics, behaviours and acts contradict Human Appeal's values or the Muslim faith, or may be construed to be so, including but not limited to promoting amorality, extremism, or criminality;
- 5.1.3 not engage, promote, or provide a platform for, any party perceived to be disreputable or extremist by the Muslim or wider community;
- 5.1.4 ensure transparent arrangements with third parties regarding the nature, consideration (if any), execution, and length of engagement, whether through contract or policy;
- 5.1.5 ensure that funding by any single institutional or high net worth donor does not exceed 30% of its gross income.

5.2. Binding statement

All engagements with third parties are subject to express approval by the Chair or Board of

² See: Policy on "Lobbying and Political Activity"

³ Refer to the detailed policy and procedures governing volunteers

⁴ Refer to the Policy on "Anti-Money Laundering and Anti-Terrorism Financing"



Trustees, or those delegated⁵ by the Board, prior to entering into any contractual arrangements.

6. Sanctions

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. Directors or Trustees who breach this policy will be reported to the Chair of the Board, who will then decide on further action to be taken. We reserve the right to terminate our contractual relationship with other workers, if they breach this policy.

7. Policy Review

The Engaging Third Parties policy will be reviewed on a biennial basis to ensure continuing appropriateness.

8. Related Documents

- Serious Incident Reporting Policy
- Whistle-Blowing Policy & Process Map

⁵ See: Policy on “Delegation and Authorisation of Trustees Authority and Sub-Delegation of Authority”