

## Gift Acceptance Policies

1. The Link Charitable Trust solicits and accepts gifts that are consistent with its mission.
2. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitations.
3. In the course of its regular fundraising activities, The Link Charitable Trust will accept donations of money, real property, personal property, stock, and in-kind services.
4. Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for The Link Charitable Trust. Examples of gifts which will be subject to review include gifts of real property, gifts of personal property, and gifts of securities.

### Restrictions on Gifts

The Link Charitable Trust will not accept gifts that

- (a) would result in The Link Charitable Trust violating its corporate charter,
- (b) would result in The Link Charitable Trust losing its status as a not-for-profit organization,
- (c) are too difficult or too expensive to administer in relation to their value,
- (d) would result in any unacceptable consequences for The Link Charitable Trust,
- (e) are for purposes outside The Link Charitable Trust's mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Management Team.

### Gifts Generally Accepted Without Review

- *Cash.* Cash gifts are acceptable in any form, including by check, money order, on-line or bank transfer.
- *Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans.* Donors are encouraged to make bequests to The Link Charitable Trust under their wills, and to name The Link Charitable Trust as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.

### Gifts Accepted Subject to Prior Review

Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- *Tangible Personal Property.* The Management Team shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: does the property further the organization's mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?
- *Life Insurance.* The Link Charitable Trust will accept gifts of life insurance where The Link Charitable Trust is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
- *Real Estate.* All gifts of real estate are subject to review by The Management Team. Prior to acceptance of any gift of real estate other than a personal residence, The Link Charitable Trust shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include: Is the property useful for the organization's purposes? Is the property readily
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- marketable? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations
  
- associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

### **Policy on the acceptance of gifts, hospitality and benefits to members of staff**

The provisions of the Bribery Act 2012 have increased the need for vigilance in this area as The Link Charitable Trust may be rendered liable for prosecution if evidence of receiving or offering bribes or inducements can be demonstrated.

In order to protect both staff and the reputation of The Link Charitable Trust from accusations of bribery or corruption staff are not permitted, directly or indirectly, to accept gifts, hospitality, reward or other benefit from any source with whom they have been brought into contact or maintains contact only by reasons of the duties for which they are employed by The Link Charitable Trust except in the following circumstances:

- Occasional gifts which are regarded as trivial and where the nominal value received by any one person is under £10 e.g. diaries, pens
- Conventional hospitality e.g annual dinner of a body with which staff have day to day contact, or working lunches in the course of official visits and the total cost of the hospitality is reasonable and would not be construed by an impartial observer as affecting the employees judgement regarding the work for which they are employed. This kind of hospitality will often be reciprocated by The Link Charitable Trust.
- Where a more valuable gift or benefit is offered from which The Link Charitable Trust in general might benefit, rather than the individual employee, acceptance will be at the discretion of The Management Team.

Staff should always bear in mind the need not to behave so that the impression might be given or interpreted by any member of the public, or organisation with whom they deal that they may be influenced by any gift, benefit or behaviour to show disfavour to any person or organisation in respect of the work for which they are employed.

Employees who are found not to have acted in accordance with the above policy may be disciplined and in serious cases may be dismissed on the grounds of gross misconduct.

REVIEWED BY	DATE
Lorraine Bateman	01.02.2022