

Non-Development Activity

1. Purpose

HOME in PLACE (Australia) Limited is a not-for-profit affordable housing organisation and an International Non-Government Organisation (INGO) that promotes social justice, fights poverty and homelessness. It works with communities around the Pacific to provide safe, secure, climate resilient shelter and build sustainable communities.

It has active engagement with diverse agencies and stakeholders, via collaborations and partnerships, in planning, implementing, and evaluating its international development activities and initiatives. This engagement is targeted at national, regional, local, and community. These stakeholders include government, non-government, community, faith-based organisations and the private sector.

Engagement with partners includes a clear definition of the scope of activities; including whether it is development, humanitarian, non-development activities. It also has clear accountability and reporting responsibilities on projects and programmes. Including, whether it includes the use of grants, private or public funds, or donations. HOME in PLACE is committed to ensuring that it accurately represents its activities to the people and communities it works with.

The purpose of this policy is to guide HOME in PLACE and its partners to make a clear separation between development, humanitarian and non-development objectives and activities. This policy addresses the Australian Council for International Development (ACFID) compliance obligations. when communicating with or soliciting donations from private donors or the public. As well as fundraising for restricted and unrestricted purposes from aid agencies, sponsors, and supporters, and fundraising from the public.

HOME in PLACE does not engage in or support, any evangelical activities and is not linked to any political party. In some instances, the company may partner with local faith-based organisations, that have a common mission and values. On the basis that the organisation does not have the intention of evangelising or making access, to services, conditional on conversion or adherence to a particular religious denomination. It also partners with advocacy organisations from time to time, on the basis that their activities are not in support of a political party or candidate.

2. Scope

This HOME in PLACE Non-Development Policy applies to all international development activities. The policy is applicable to all company employees and volunteers. As well as partners and associated implementing organisations.

The policy applies to all workers, directors, and members of HOME in PLACE decision-making committees and advisory bodies. The policy applies to third parties engaged to carry out activities on behalf of HOME in PLACE if stipulated by agreements.

3. Policy Statement

Background

HOME in PLACE promotes social justice and fights poverty by working with communities around the Pacific. It is a not-for-profit organisation and does not engage in or support any evangelical activities and is not linked to any political party. In some instances, HOME in PLACE partners with local faith-based organisations, on the basis that their delivery is without evangelising or making participation conditional on conversion or adherence to a particular religious denomination. It also partners with advocacy organisations from time to time on the basis that their activities are not in support of a political party or candidate.

Definition of Aid and Development Activities

HOME in PLACE is committed to ensuring that any funds and/or other resources designated for the purpose of aid and development are used only for those purposes. The concept of aid and development activities can be distinguished by the following principles:

- Strength based approaches that encourage people and communities to create solutions for themselves.
- Processes that seek to address the causes of poverty and homelessness.
- Processes that seek to empower rights holders to claim their rights and ensure that duty bearers exercise their duties.
- Supporting systems and structures that enable people to move out of poverty and homelessness.
- Humanitarian response and emergency relief, disaster recovery and meeting the immediate needs of refugees and internally displaced people.
- International development activities that will provide safe, secure, and sustainable shelters and build and strengthen sustainable communities and capacities.

Definition of Non-Development Activities

HOME in PLACE is a Not-for-Profit and non-government international development organisation and does not provide support for evangelical activities and partisan political activities. It has adopted the following definition of non-development activities:

- Evangelical activities are those activities that promote a religious adherence or are undertaken with the intention of converting individuals or groups from one faith and/or denominational affiliation to another.
- Partisan political activities are those that are associated with facilitating or supporting a specific political party, candidate to gain power or to support organisation(s) affiliated with a political party.

However, this does not include advocacy which is aimed at persuading and influencing decision makers and opinion leaders and is not aimed at promoting partisan political objectives.

Compliance

This Policy provides a framework for HOME in PLACE's compliance with the 'commitment to accountability to our stakeholders' cited in the ACFID Code of Conduct, Compliance Indicator 7.3.2; which states that Member's development initiatives, constantly demonstrate the separation of development activities from non-development activities.

To be compliant with this indicator, HOME in PLACE will:

- Develop and implement policy, statement or guidance documents that addresses the separation of development activities from non-development activities in the following areas:
 - Program design and implementation,
 - Expenditure reporting,
 - Fundraising,
 - Advocacy campaigns,
 - Communications,
 - Choice for donors, and
 - Partnership
- Through HOME in PLACE's Quality Assurance Framework and processes to ensure that our international development activities and initiatives consistently show evidence of the separation of development and non-development activities.
- Extend this requirement for separation of development and non-development activities to Partners through a Memorandum of Understanding (MoU) or similar binding Agreements.

Guiding Principles

HOME in PLACE supports and is committed to abiding by the following principles:

- To ensure accurate representation of our activities to the people we work with, donors and the public.
- To ensure that funds raised for aid and development purposes are not used to exploit people and/or communities who are vulnerable. We do not place any conditions or obligations on recipients in terms of non-development, religious or political outcomes, that would affect their access to services being offered.

Where there are components of partner programs which involve evangelical or partisan political activities, these will be promoted and accounted for separately.

Control Procedure

HOME in PLACE ensures that it and our partners can differentiate between development and non-development activities, and communicate this appropriately to stakeholders, donors and the public via a range of communication media and avenues.

HOME in PLACE has procedures to implement the following:

Separation of and development and humanitarian and non-development in programs and projects

- HOME in PLACE will appraise all international program/project proposals to determine whether they include non-aid and non-development components and document these components.
- These documented components will be followed up to ensure that the management of this component is in accordance with and meets the requirements set out in this Policy (Non-Development Policy) and other related policies before the project proposal is approved.
- These components will be closely monitored and reported over the life of the project to ensure compliance with this policy.
- Partner capacity assessment processes require the signatory to identify whether the partner is engaged in non-aid and non-development activities, and if so, how the Partner can manage and account for these activities separately from other aid and development activity.
- Any components of projects that represent non-development activity will be managed, reported and accounted for separately, to aid and development components.
- In-country project monitoring will include monitoring of the separation of non-development activities from development and humanitarian activities as part of project monitoring, evaluation and learning processes.

Separation and development and humanitarian and non-development in communications – including advocacy materials.

Procedure

- HOME in PLACE has guidelines in place that address appropriate reporting on company development and humanitarian and non-development activities in organisational promotional materials, such as Company Profile, Advocacy /Position Statements, Annual Reports, Project Monitoring & Progress Reports.
- All articles written by international project partners or photos supplied by partners, for reporting or promotional or advocacy materials are reviewed for differentiation between development and humanitarian and non-development activities.
- Communications materials including promotional, and advocacy are reviewed prior to publication to ensure separation of reporting and fundraising for development and humanitarian and non-development activities.

Separation of development and humanitarian and non-development in fundraising and provision of choice for donors.

Procedure

- HOME in PLACE's fundraising materials will be reviewed prior to publication to ensure that solicitations make a clear distinction between aid, development and nondevelopment activities.
- Where fundraising solicitations include references to both development and humanitarian and non-development activities, solicitations received will be reviewed to ensure that donors are provided with the choice of contributing to aid and development activity only.
- If there are any funds raised for non-development activity, these funds will be tracked, managed, reported, and accounted for separately to those funds raised for development and humanitarian components.

Extending the separation of development and humanitarian and non- development activities to partners

Procedure

- HOME in PLACE will inform potential and/or new partners about its position on support and or funding for non-development activity.
- HOME in PLACE will issue potential and current partners with a copy of this policy.
- HOME in PLACE's Memorandum of Understanding (MoU) or equivalent with potential and current partners, will include clear definitions of development, humanitarian activity and non-development activity.
- HOME in PLACE's (MoU) or equivalent will require the potential and current partner(s) to agree that the HOME in PLACE funds designated for development and humanitarian activities, will not be used to fund any non-development activity.
- The ongoing communication and liaison between HOME in PLACE and our partners will reinforce the Partners' understanding of the definitions of development and humanitarian and non-development activity and the need for a separation between development and humanitarian and non-development activity, including accountability and reporting.

Policy Implementation and Review Procedures:

HOME in PLACE will review this policy on a regular basis, at least once in every two years. Confirmation of HOME in PLACE and our partners compliance with this policy, via an internal audit process, will be undertaken at least once annually.

The HOME in PLACE Non-Development policy will be included in staff induction processes, to be read and sign off by all new workers, in particular workers engaging in HOME in PLACE's advocacy, fund raising, grants & donations and international development activities. Refresher's workshop will be regularly organised to present the policy to current workers, as and when there is amendment or revision of the current Policy. This is to keep them updated on any changes in legislation and requirements.

4. Definitions

For the glossary of definition for Home in Place QMS documents please click on the link: [Acronyms and Definitions](#)

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