

**Gift Acceptance Policy**

<b>Approved by</b>	Board of Governors		
<b>Date approved</b>	December 2016	<b>Status</b>	Approved
<b>Policy owner</b>	Director of Planning & Policy Development	<b>Impact assessed</b>	Yes
<b>Version</b>	2	<b>Date of next review</b>	December 2019

## **GIFT ACCEPTANCE POLICY**

### **1 Purpose**

- 1.1 This Gift Acceptance Policy has been approved by the Board of Governors of the Robert Gordon University ("the board of governors").
- 1.2 The purpose of this policy is to set out the principles upon which the university can accept gifts from the RGU Foundation arising from donations made by individuals, charitable trusts and other bodies corporate ("donors").
- 1.3 This policy also recognises that the purpose of the foundation is to raise charitable funds for the university and therefore that the university has an interest in the gift acceptance practices of the foundation.
- 1.4 This policy has been developed with reference to the CASE Principles in respect of the ethical acceptance of gifts by UK higher education institutions.

### **2 The purpose of philanthropic activity and the role of the foundation**

- 2.1 The foundation and the university shall work together to seek philanthropic support in accordance with the foundation's charitable purposes and in alignment with the university's values, strategy and financial needs.
- 2.2 The University shall use the Foundation as its main vehicle for fundraising and the normal channel for receipt of gifts from donors. RGU Foundation shall transfer all funds to the University on receipt. Notwithstanding the above, the University may, at its discretion, receive funds directly from donors where this seems appropriate.
- 2.3 Members of the university who wish to raise funds for the university who wish to raise funds in the name of the university shall only do so after consultation and agreement with the Principal, and will do so in co-operation with RGU Foundation. Members of the university are encouraged to participate in the process of identifying and engaging prospective donors and shall do so in a collaborative manner alongside the Foundation.
- 2.4 In the event that any donor wishes to donate directly to the university then the relevant Foundation processes referred to in the policy shall be adopted by the university itself.

### **3. The basis for gift acceptance and due diligence**

- 3.1 The university shall only accept any gifts on the clear understanding that the university's research, scholarship and teaching must remain impartial and independent. Specifically, the university will always use its standard

procedures relating to any form of selection process (e.g. recruitment, admissions, procurement) connected with the purposes of the gift.

- 3.2 The foundation has agreed to use its best and proportionate endeavours to ascertain the source of funding for gifts, and to have and use appropriate processes to satisfy itself that the funding source does not derive from activity that was or is illegal or runs counter to the core values of the university.
- 3.3 To ensure that gifts are from reputable sources, the foundation has agreed to undertake proportionate due diligence research on potential donors. The foundation has agreed to consult with the university on due diligence procedures to be used in respect of prospective donors and donors who have pledged a gift of £10,000 or more. Basic due diligence checks will be undertaken on all donors regardless of the size of the gift.
- 3.4 Neither the university nor the RGU foundation, on the university's behalf, will accept donations from sources which:
  - 3.4.1 Are deemed to be illegal, discriminatory, violate international conventions on Human Rights or any form of theft, bribery, fraud, tax evasion, money laundering or terrorist activity;
  - 3.4.2 Limit or compromise freedom of enquiry or academic integrity, leading to falsified academic research, or create the perception thereof;
  - 3.4.3 Compromise the charitable status of the university or the RGU foundation;
  - 3.4.4 Create unacceptable conflicts of interest or compromise the values and aims of the university or RGU foundation;
  - 3.4.5 Damage the reputation of the university or RGU foundation;
  - 3.4.6 Damage the relationship with other donors, prospective donors, research funders, sponsors, partners, staff or students; and/or
  - 3.4.7 Cause financial or other damage to the university or RGU foundation or result in additional costs being incurred.

#### **4 Approval of Gift Acceptance**

- 4.1 Both the foundation and the university are charitable bodies and must observe the requirements of charity law and other relevant legislation in relation to the receipt and expenditure of funds. Ultimate responsibility regarding the acceptance and refusal of donations by the foundation rests with its board.

- 4.2 The university's ethics policy will be used as the basis for acceptance of gifts and, where applicable, the university will provide the foundation with appropriate supplementary guidelines.
- 4.3 Where a due diligence (as specified in clause 3.3) raises any material concerns or issues surrounding the source of a prospective donation the final decision on acceptance will be made by the board of the foundation. The foundation has undertaken, before approving the acceptance of a donation from such a source, to consult the University as appropriate regarding the purpose and background to the prospective donation and the source of the funds.

## **5 Receipt and acknowledgement of philanthropic gifts**

- 5.1 For gifts over £10,000, the foundation will enter into a written agreement with the donor. These agreements will be based upon a standard template approved by the university which shall detail the terms and purpose of the gift and any recognition which is offered in return for the gift.
- 5.2 The university recognises that on occasion and for good reason donors may wish to donate anonymously. The university will take reasonable steps to preserve such anonymity. In accepting anonymous gifts for the benefit of the university, the foundation has agreed to have regard to the university's ethics policy.
- 5.3 The university is subject to the requirements of the Freedom of Information (Scotland) Act 2002 and will consider requests seeking information held by the university for its own purposes in the normal manner. The university will consult the foundation before making any disclosure of information supplied by the foundation.

## **6 Reconsideration of accepted gifts**

- 6.1 The university shall have procedures in place for reviewing and reconsidering the acceptance of particular gifts from the foundation if subsequent events or subsequent availability of additional information require it. The university shall co-operate fully with any related review process initiated by the foundation.

## **7 Non-monetary gifts**

- 7.1 Non-monetary donations and gifts (e.g. equipment, property, land and shares) will be subject to the same due diligence procedures and approvals as monetary donations. The donor will be asked to provide a value of the gift when it is donated. If the donor is unable to do this the university will be responsible for obtaining an appraisal from a recognised professional so a value can be established. Donations cannot be valued by RGU or RGU foundation staff.