

UWC International

UWC Gift Acceptance Code

This Code establishes a common gift acceptance policy and minimum verification standards to be applied by every UWC constituent, including UWC schools and colleges, UWC national committees, UWC short courses and UWC International, before any major gifts¹ are accepted from donors.

Constituents will apply the provisions of this code in addition to observing common practice and legal obligations relevant to their own jurisdiction. In any event, they should always act in the best interests of the UWC movement as a whole, on the understanding that a reputational risk resulting from a compromising donor relationship in any part of the world involving any UWC constituent, may affect the whole UWC movement.

For the purposes of this Code, a UWC representative is deemed to include any employee, consultant or volunteer who is acting on behalf of a UWC constituent in seeking to secure a gift/s to UWC.

Gift categories

UWC relies on charitable contributions from donors to fulfil its mission. Donations/gifts may take many forms, including, but not limited to:²

- Financial gifts including outright gifts of cash and cheques;
- Publicly traded securities;
- Real estate;
- Interest from trusts/ funds;
- Bequests;
- Gifts in kind.

Institutional gift acceptance procedures prior to accepting a gift

General responsibilities and procedures

The Director of Philanthropy or equivalent of the beneficiary UWC constituent has responsibility in the first instance to assess the appropriateness and compliance of gifts with UWC's Gift Acceptance Code.

Where doubt arises concerning the legitimacy or the appropriateness of a gift, the Director of Philanthropy or equivalent will initially consult with the UWC constituent's Executive Director/School Head or equivalent. Where doubt remains, the Director of Philanthropy or equivalent, and the Executive Director/School Head or equivalent will refer the matter for a decision to the Board of Directors of the UWC constituent destined to benefit from the gift.

Where there is more than one intended UWC constituent beneficiary from the same donor, the

¹ For the purpose of this Code, a major gift is considered to be a transfer of an asset, greater than US\$ 200,000.00 equivalent, that is unconditionally motivated or out of affection, respect, admiration, charity or similar impulses. Generally, gifts are irrevocable; and beyond a possible designation of use the donor does not impose contractual requirements as a condition of the gift. If the UWC constituent is receiving a material benefit in exchange for this transfer of asset, the transaction is not considered to be of a charitable nature.

² Donations / gifts made to a UWC constituent may also take the form of life insurance, retirement benefits, annuities, charitable remainder trusts, residual interests, private company shares and other business interests; other forms of property that may be approved by the UWC International Board, the UWC constituent Board of Directors, Board Gift Acceptance Committee or relevant.

relevant UWC constituents will endeavour to resolve any issues with the application of the UWC Gift Acceptance Code. If not resolved at this level, the matter will be referred for a decision to the UWC International Board.

Due diligence for gifts exceeding US\$ one (1) million

As a minimum, each UWC constituent will undertake a formal due diligence assessment for any major gift that exceeds US\$ one (1) million, or equivalent, in total gift value.

For instances in which the gift is smaller than US\$ five (5) million, the due-diligence assessment may be conducted internally by the relevant Board of Directors, by the Board designee with relevant delegated authority of the UWC constituent (for example Gift Acceptance Committee); or by an external entity with relevant expertise. In all cases, the due diligence assessment, and any resulting correspondence must be documented and decisions explained using the Risk Assessment Form (appendix 1) or using a similar risk assessment undertaken by the relevant UWC constituent.

Due diligence for gifts exceeding US\$ five (5) million

In instances in which the total gift value exceeds US\$ five (5) million, the relevant UWC constituent should commission an external due diligence assessment of the gift.

In instances in which the relevant UWC constituent has not undertaken an external due diligence assessment, UWC International may decide to commission an external due diligence assessment to be undertaken (at the expense of UWC International).

The findings of the external due diligence assessment will be considered by the relevant Board of Directors, or by the Board designee with the relevant delegated authority of the UWC constituent (for example Gift Acceptance Committee) of the UWC constituent entity concerned.

The findings of the external due diligence assessment shall also be shared with the UWC International Board which may at its discretion provide a recommendation with regard to the handling of the gift to the relevant Board of Directors of the concerned UWC constituent.

Information requirements

Each UWC constituent has an obligation to inform UWC International's Director of Advancement or equivalent of every gift which is being referred for an internal, or external due diligence assessment (in the event of a US\$ 1 million gift), where possible. In such cases, UWC International's Director of Advancement may request additional information and UWC International may decide to make a formal submission to be included in the Board deliberations of the UWC constituent.

Institutional gift acceptance procedures in case of concerns regarding an accepted gift

Where there is material cause for concern regarding the reputation or integrity of a donor after a major gift (greater than US\$ one (1) million) has been received, the relevant UWC constituent will consider commissioning an external due diligence or, in case such external due diligence was commissioned before, a new due diligence taking into account possible new circumstances.

In instances in which the relevant UWC constituent does not undertake an external due diligence assessment, UWC International may decide to commission an external due diligence assessment to be undertaken (at the expense of UWC International).

The findings of the external due diligence assessment will be considered by the relevant Board of Directors, or by the Board designee with the relevant delegated authority of the UWC constituent (for example Gift Acceptance Committee) of the UWC constituent entity concerned.

The findings of the external due diligence assessment shall also be shared with the UWC International Board which may at its discretion provide a recommendation with regard to the handling of the gift to the relevant Board of Directors of the concerned UWC constituent. Such recommendation might also include the advice not to accept further gifts from that donor.

Factors to guide gift acceptance or rejection

The final decision to accept or reject any major contentious gift will be guided by a reasonable due diligence assessment that considers *all* of the factors below:

- the gift's compatibility with UWC's mission including any conditions that may be attached to the gift by the donor that may undermine child rights, violate human rights and/or undermine equity and inclusion;
- the preservation of UWC's reputation;
- the upholding of relations with all UWC constituents / stakeholders;
- the donor's integrity, financial solvency and fiscal responsibility;
- the donor's compliance with national or international legal, fiscal and ethical standards, treaties and conventions;
- the donor's intent, including the motives for a donor's request for a gift to remain anonymous;
- the traceability of the gift;
- UN sanctions or sanctions from other multilateral institutions against countries or individuals;
- any criminal record burdening the donor institution or its representatives;
- the gift is not a free and voluntary act of the donor;
- the UWC constituent is unable to honour the donor's wishes;
- the gift is at risk of potential exposure to debt (particularly in the case of real estate and other property);
- there is a risk of physical or environmental hazards associated with the gift (particularly in the case of real estate and other property); and
- the gift cannot be liquidated (particularly in the case of real estate and other property).

Tax advice regarding gifts

UWC encourages donors to seek their own legal or tax counsel before making a gift. UWC cannot be held responsible for the donor's tax obligations and cannot provide legally binding advice on such matters to the donor.

Personal integrity

Under no circumstances shall UWC representatives accept bribes or any other inducements from any donor. Failure to comply with this obligation will be considered a most serious breach of professional conduct and will be sanctioned accordingly. It is expected that representatives of all UWC constituents will adhere to the highest professional and ethical standards at all times,

as prescribed by professional bodies such as the Association of Fundraising Professionals Code of Ethical Standards³, Council for Advancement and Support of Education Services Principles of Practice⁴ or similar body in the relevant jurisdiction.

Each UWC constituent operates a gift declaration policy for any bona-fide personal gifts given to UWC staff with a value equivalent to or more than US\$ 100.00 dollars. Any UWC representatives receiving such gifts will be required to declare these gifts and process them in the manner provided for by the UWC constituent concerned.

Appendix 1: Risk Assessment Framework for UWC Boards

This Risk Assessment Form may be used by the Board of any UWC constituent called upon to assess any gift that may be considered contentious, and to all gifts above US\$ one (1) million in accordance with UWC’s Gift Acceptance Code. UWC constituents will be expected to undertake a thorough due diligence assessment addressing all relevant areas of potential risk, as outlined in the framework example listed below.

The UWC constituent’s Board will take an informed decision to either reject or accept a gift having taken reasonable and appropriate steps to assess the relevant risk factors that determine the appropriateness of a gift, with the overriding objective to protect UWC’s interests.

Risk levels should be assessed, against *all* of the key criteria, listed below. A global assessment of the overall risk level will inform the Board’s decision on whether or not to accept a gift.

Risk Factor / Assessment	Low⁵	Medium⁶	High⁷
Consistency with UWC’s mission			
Preservation of UWC’s reputation			
Upholding of relationships with all UWC stakeholders			
Donor’s integrity, financial solvency and fiscal responsibility			
Donor’s compliance with national or international legislation, fiscal and			

³ The Association of Fundraising Professionals Code of Ethical Standards is available here - <https://afpglobal.org/ethicsmain/code-ethical-standards>

⁴ Council for Advancement and Support of Education Principles of Practice for Fundraising Professionals at Educational Institutions is available at - <https://www.case.org/resources/principles-practice-fundraising-professionals-educational-institutions>

⁵ Low: Minor rumors or speculation about the behaviour of the proposed individual or organisation. Behaviour is considered by some to be unethical, however is still legal. Poses low reputational risk to UWC.

⁶ Medium: Significant rumour or speculation of behaviour by the proposed individual or organisation, which is considered by some to be unethical (but is still legal in the jurisdiction of the UWC constituent that is receiving the gift).

⁷ High: Unproven allegations, rumour or speculation of illegal activity by the proposed individual or organisation, where the illegal activity relates directly to the source of funding for the donation, or can be reasonably assumed to be a significant underlying source of funding for the donation.

ethical standards, treaties and conventions			
Donor's intent			
Traceability of the gift			
Sanctions from reputable multilateral institutions			
Criminal record of donor			
The gift is not a free and voluntary act			
UWC constituent unable to honour donor wishes			
The gift is at risk of exposure to debt			
The gift is at risk of causing environmental hazard			
The gift cannot be liquidated			
OVERALL RISK			
DECISION	ACCEPT / REJECT		