

EFSCRJ Gift Policy

Effective Date: May 2025

Approved by: Board of Directors

1. Purpose

The Edward Francis Small Centre for Rights and Justice welcomes gifts that support its mission to promote human rights and good governance. This Policy establishes guidelines for accepting, declining, and managing gifts to ensure that EFSCRJ upholds its core values of independence, integrity, accountability, transparency, and non-discrimination. The policy aims to safeguard the Centre's impartiality and ensure that all donations and contributions align with its mission and principles.

2. Scope

This Policy applies to all monetary donations, in-kind gifts, grants, bequests, and other forms of contributions from individuals, organizations, corporations, foundations, and government entities.

3. Guiding Principles

All gifts must:

- Align with EFSCRJ's mission to promote and protect human rights and democratic governance.
- Preserve the independence and impartiality of the Centre.
- Comply with all laws, ethical standards, and donor transparency requirements.
- Avoid conflicts of interest or perceptions of undue influence over EFSCRJ's programs, policies, or positions.

4. Types of Acceptable Gifts

EFSCRJ may accept the following:

- **Monetary contributions** (e.g., bank transfers, mobile money, cheques).
- **In-kind gifts** (e.g., equipment, books, materials, services, venue use) if they support program activities.
- **Grants** from institutions aligned with human rights values.
- **Bequests and legacies** (subject to review).
- **Sponsorships** that do not compromise independence.
- **Professional Volunteers** who provide free services (expertise, advice, tools or ideas).
- **Interns** who provide their time and skills as well as gain capacity development.
- **General Volunteers** who give time, labour and resources for specific activities or periods.

5. Review and Approval Process

- All gifts above a defined threshold (e.g., GMD 100,000 or USD equivalent) require Board approval.
 - Due diligence shall be conducted on all major donors, especially corporations and government-linked entities.
 - The Executive Director may accept gifts under the threshold if aligned with this policy.
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6. Unacceptable Gifts

EFSCRJ will decline gifts that:

- Compromise its independence, integrity, or reputation.
 - Come from sources involved in human rights violations, corruption, discrimination, sexual harassment, or unethical practices.
 - Come with conditions that:
 - Influence research findings or advocacy positions.
 - Require endorsement of any product, service, policy, or political agenda.
 - Discriminate against any group based on gender, ethnicity, religion, or identity or any other status.
 - Are anonymous beyond legal limits or cannot be independently verified.
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7. Donor Acknowledgement & Transparency

- Donors will be acknowledged publicly unless anonymity is explicitly requested and ethically acceptable.
 - EFSCRJ will publish an annual list of donors (unless confidentiality is justified and documented).
 - Gift records will be maintained and made available for audit.
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8. Use of Gifts

- All gifts will be used for charitable purposes that advance EFSCRJ's strategic objectives.
 - Restricted gifts must be used exclusively for the agreed-upon purpose.
 - Unrestricted gifts may be used at the Centre's discretion, as long as aligned with its mission.
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9. Gift Reporting & Oversight

- The Finance & Administration Unit shall track and report all gifts.
 - The Audit & Compliance Committee shall periodically review adherence to this policy.
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10. Policy Review

This policy shall be reviewed every three years, or earlier if needed, to ensure relevance and alignment with legal, ethical, and organizational developments.

11. Contact

For queries or clarifications, contact: EFSCRJ Office, Samasa Building, Kerr Serign

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- Banking Details: ECOBANK. EFSCRJ Main A/C No: 6240044934