

1. Purpose of the policy

The purpose of this Policy is to guide FemiliPNG Australia (FPNGA) to make a clear separation between development and non-development objectives and activities. This Policy addresses our ACFID compliance obligations when communicating with or soliciting donations from private donors and the public, including fundraising for restricted and unrestricted purposes from aid agencies, sponsors and supporters, and fundraising from the general public.

This Policy also outlines FPNGA’s guiding principles on welfare, evangelism, and partisan politics policy in line with our development philosophy. FPNGA was established to support Femili PNG, an organisation that assists survivors of family and sexual violence in PNG to access the services they need. Femili PNG’s target population is women, men or children who are survivors of intimate partner violence, sexual violence, sorcery accusation-related violence and/or child abuse.

FPNGA staff are encouraged to participate in local and community affairs. We respect and protect the fundamental civil and political rights of our staff as individuals, including freedom of religion; freedom of expression; the right to peaceful assembly; freedom of association; and the right to non-discrimination and equal protection of the law. However, as FPNGA is a secular, non-partisan organisation, it does not engage in or support any evangelical activities and is not linked to any political party. To preserve FPNGA’s independence, individuals are to refrain from any activity that could reflect negatively on FPNGA.

2. Policy application

This policy applies all FemiliPNG Australia personnel and representatives, including volunteers.

3. Definitions

Personnel	A FemiliPNG Australia staff member, contractor, or volunteer.
Representative	A FemiliPNG Australia Board member.
Aid and Development Activities	Activities undertaken in order to reduce poverty and address global justice issues. In the NGO sector, this may occur through a range of engagements that includes community projects, emergency management, community education, advocacy, volunteer sending, provision of technical and professional services and resources, environmental protection and restoration, and promotion and protection of human rights.
Evangelism (also called Proselytism and Missionary Work) Activities	Any activity or practice associated with attempting to convert people from one religion or faiths to another. Though these words are of Christian origin, they can also refer to other religions’ attempt to convert people to their religion or faith.
Non-development Activities	Activities that are not aid and development activities, and includes evangelism, partisan political activities, and welfare activities.
Partisan Political Activities	Activities that are political in nature, including lobbying or advocacy activities that are carried out in support of a particular political party, candidate for public office, or organisation affiliated with a political party or candidate for public office.

Policy name, number	Development and Non-Development Activities policy, POL-006	Version and date developed	V1 Aug 2022
Policy developed by	Lauren Hallett	Policy approved by the Board	27 Aug 22

Partner Organisations	Organisations implementing aid and development activities funded by, or through, FPNGA.
Welfare Activities	Activities which provided direct assistance to individuals because of a need. Welfare means assistance to maintain individuals in a particular condition on a long-term basis such as institutionalised care programs. Welfare activities are implemented independently of other sustainable community development activities, and there is no strategy for integration into a broader community development program. Welfare activities are implemented on an ongoing, long-term basis with no clear exit strategy.

4. Evangelism

FPNGA strongly supports the freedom of its employees, partners, and donors to practice and observe their chosen religious beliefs. Engaging in religious events, discussion or forum are encouraged as long it serves the goal and objective of the organisation e.g., promotion of Femili PNG's program and services.

However, because FPNGA is a secular organisation, it does not fund or support evangelism, proselytism or missionary work (as defined in this Policy).

Board members, staff, volunteers, and contractors of FPNGA and of its partner organisations must not, during FPNGA hours of work, undertake or participate in evangelism, proselytism, missionary work, or the promotion of religion.

If in their own time, board members, staff, volunteers, and contractors of FPNGA undertake or participate in evangelism, proselytism, missionary work, or the promotion of religion, they must ensure that their activities:

- are not perceived or viewed as being on behalf of FPNGA;
- are not perceived or viewed as being representative of the views of FPNGA;
- do not use the FPNGA logo, FPNGA funds and/or resources (e.g., computers, email systems, website, mobile phones, stationery, or other office supplies); and
- do not use funds and/or resources provided to implement aid and development activities funded by, or through, FPNGA

Particular care must be taken when personal views are expressed on social media. Undertaking and/or participating in the above activities should not in any way be portrayed as related to FPNGA views.

5. Welfare

FPNGA does not fund or otherwise support predominately welfare-based programs (as defined in this Policy), but rather engages in aid and development activities. FPNGA does support Femili PNG to provide direct assistance to individuals through its case management and safe house services, however this does not constitute welfare activities as these interventions:

- address an immediate and pressing need, such as finding safe accommodation for the survivor of family violence;
- seek to find both short- and long-term solutions for clients, i.e., immediate medical and longer-term legal recourse;

Policy name, number	Development and Non-Development Activities policy, POL-006	Version and date developed	V1 Aug 2022
Policy developed by	Fiona Gunn	Policy approved by the Board	27 Aug 22

- are part of a larger development program which seeks to embed a case management system within PNG to deal with family and sexual violence;
- complement activities to build partner capacity and strengthen the capability of police, courts and welfare services;
- are part of a holistic program which also includes community education and awareness-raising; and
- are embedded within a logical framework and are consistent with FPNGA and Femili PNG's strategic priorities

While FPNGA does not currently spend funds on welfare activities, it is acknowledged that if we do in the future, such spending must be identified and separated for accounting and reporting purposes. This spending will not count towards recognised development expenditure.

6. Separation of Development and Non-Development Activities

FPNGA does not deliver non-development activities. Should this change, FPNGA will seek to ensure the separation of development activities from non-development activities and have in place systems and processes in place which can consistently show evidence of this separation.

6.1 Guiding principles

FPNGA is committed to supporting Femili PNG to provide effective client services to survivors of family and sexual violence in PNG. In relation to separating development and non-development activities, FPNGA abides by the following guiding principles:

- we are accountable to our stakeholders and ensure accurate representation of our activities to the people we work with, donors and the public; and
- we promote human rights, empowerment, and protection of the vulnerable. We ensure that funds raised for aid and development purposes are not used to exploit people and communities who are vulnerable and 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.

6.2 Control procedures

FPNGA ensures that non-development activities are not undertaken (or are separated if undertaken in the future) by the following control measures:

- **Programming** - During the program design stage, any possible non-development activity is identified and if possible, removed from the program. If the non-development activity cannot be removed, it is separated out in the design and monitored to ensure that it is not funded nor resourced by FPNGA.
- **Expenditure reporting** - Funds and other resources that are raised by or disbursed to FPNGA will be only used for aid and development. This will generally take the form of FPNGA's programmatic support to Femili PNG. If there is a risk of non-development activities being undertaken, expenditure on that project will be halted until clarification is sought from the FPNGA CEO and Board. If non-development activities are undertaken, such spending must be identified and separated for accounting and reporting purposes. This spending will not count towards recognised development expenditure.
- **Fundraising** - FPNGA's non-religious and non-political activities extend to fundraising. All funds raised are allocated for projects in line with the organisation's vision, mission, and objects, and are not linked to religious, political or welfare activities.
- **Advocacy** - FPNGA works with Femili PNG to advocate for all survivors of FSV regardless of their political or religious status or opinion. Our public advocacy messages are based on providing factual and legal

Policy name, number	Development and Non-Development Activities policy, POL-006	Version and date developed	V1 Aug 2022
Policy developed by	Fiona Gunn	Policy approved by the Board	27 Aug 22

information and evidence about FSV and child protection. FPNGA staff do not express private religious or political opinions when conducting advocacy activities.

- **Communications** – FPNGA’s communications reflect our activities, and those of Femili PNG’s, which are aligned with our vision, mission, and strategic priorities, and do not communicate messages associated with religion or politics. All content will be checked prior to publication to ensure that it does not include non-development activities or messages.
- **Choice for donors** – FPNGA clearly outlines the activities that donors contribute to, and this does not include non-development activities. FPNGA will never solicit funds for non-development activities as these do not align with our vision, mission and values. Donors may make a complaint about FPNGA’s fundraising via any of the avenues listed in our Complaints Policy.

6.3 Extension to partners

Partners organisations (as defined in this Policy) implementing aid and development activities, funded by, or through, FPNGA, must use the funds and/or resources only for the following:

- The purpose of aid and development; and
- The particular aid and development activities for which the funding and/or resources were provided.

FPNGA will include a clear definition of aid and development activities, and non-aid and non-development activities in any agreements or MoUs that it may enter into. FPNGA will offer guidance in distinguishing between development and non-development activities to partners who may require it.

Where partners, funded by FPNGA, undertake non-development activities in addition to their development activities, they must provide a written account to FPNGA as to how they separate these activities in line with the control measures outlined above.

7. Policy amendments

All policies are subject to review and endorsement by the FemiliPNG Australia Board. Suggestions about this policy are welcome and should be directed to the FemiliPNG Australia CEO. Any amendments or changes to the Policy will be submitted to the Board for endorsement.

The CEO is responsible for maintaining this document, including updating confirmed changes, informing staff of the changes, and disseminating the latest version to all personnel.

This policy will be reviewed every three years, or as needed to meet governance obligations and/or changes in legislation.

8. Related documents

Document number	Document name
PROC-003	Values and Statement of Organisational Principles
POL-015	Human Resources Manual

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