

A1: POLICY MAKING

Rationale:

UXBRIDGE has established policy documents which reflect the Society's purpose.

Purpose:

To provide policies and guidelines for the operation of UXBRIDGE.

Guidelines:

The Board will be responsible for the development and interpretation of Policies

All policies shall conform to the following guidelines:

- Policy shall be aimed at ensuring the Society acts as a good community citizen
- Policy shall conform with New Zealand legislation
- Policy shall take account of the resources available to the Society

The procedure to establish or amend policy is the following:

- Any member of the Board, or staff may raise an issue of policy with the Board by notice in writing to the Chairperson; copy to the Centre Director. Delivered either to the Chairperson or Centre Director, no less than 7 working days prior to a scheduled Board meeting.
- Any notice so received will be placed on the agenda for discussion at the next Board Meeting and the submitter shall be entitled to speak on the policy issue.
- The Board shall determine if the issue justifies a policy being written or amended, taking into account, management practices, statutory requirements, practicalities, and the Society's aims and objectives.
- If the Board determines that a policy needs to be adopted or amended it will schedule the issue for discussion to a subsequent Board Meeting or deal with the issue immediately.
- Policies will be reviewed annually
- Board members are expected to attend at least one policy review meeting in their first term.
- All policies which are amended or added must be approved by the Board and signed by the Chairperson, and included in procedures manuals where appropriate.

References:

- Constitution of Uxbridge Community Projects Incorporated

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

A2: ROLE OF BOARD

The Board is the guardian of the Objectives and Values of Uxbridge Community Projects Incorporated (UCPI).

The Board is responsible for adherence to the Constitution of the Society Constitution ("The Rules") of the Society

In this capacity it is responsible for the following:

- Setting policies to enable the Centre Director and Staff to meet Society's objectives and values.
- Acting as an advocate for the Society.
- Ensuring that the Society is run in a sound financial manner and that appropriate action is taken to maintain its financial viability.
- Maintaining liaison and reporting appropriately with the Howick Local Board elected members.
- Ensuring that the Society is a good community citizen.
- Employing the Centre Director.
- Reviewing the Constitution of the Society to ensure it remains up to date with relevant statutory changes/requirements and the needs of Members.
- Taking such other action as is necessary to ensure the continued operation of the Society.
- Appraising its own performance.

References:

This policy is to operate in alignment with:

- Constitution of Uxbridge Community Projects Incorporated

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

A3: BOARD/CENTRE DIRECTOR RELATIONSHIP

Rationale:

The Board/Centre Director relationship is that of Employer/Employee

The Centre Director is charged with the day to day management of the Society. In carrying out the duties necessary, the Centre Director shall follow Board policy, the Constitution of Uxbridge Community Projects Incorporated and relevant legislation.

Guidelines:

- The Centre Director shall act as Secretary to the Board if no elected member is available
- The Centre Director's performance shall be assessed by the Board Chair or designate annually.
- The Centre Director shall provide a draft operational plan and detailed financial budget to the Board annually, approximately one month prior to the financial year end.
- The Centre Director shall provide a written report at each Board Meeting to provide information to allow the Board to meet its obligations

References:

This policy is to operate in alignment with:

- Register of Delegated Authority
- Individual Employment Agreement – Centre director
- Performance Review Guidelines

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

A4: GOVERNANCE POLICY

Rationale:

The Board of Uxbridge Community Projects Incorporated has all the powers for the governance and management of the organisation. The Board has chosen not to delegate certain key tasks which are outlined in the Register of Delegated Authority.

Purpose:

The Board, in conjunction with the Centre Director, shall set a Strategic Plan which also informs the basis of the reporting structure to the Howick Local Board

Guidelines:

The Centre Director is responsible for the Operational Management of the Centre
The Strategic Plan will be reviewed annually and will encompass the agreed objectives and values of Uxbridge Community Projects Incorporated.

References:

This policy is to operate in alignment with:
Strategic Plan

- Register of Delegated Authority
- Constitution of Uxbridge Community Projects Incorporated
- Strategic Plan
- Finance Policy

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

A5: MEMBERSHIP POLICY

Rationale:

The Uxbridge Community Projects Incorporated is a charitable, not-for-profit incorporated society which values membership and involvement in its activities. It has charitable status and is an IRD registered donor organisation.

Purpose:

The conditions of the Constitution are followed with respect to membership.

Guidelines:

Membership is free and automatic for the period from an Annual General Meeting to the next Annual General Meeting, for:

- those who are actively involved with Uxbridge - event participation, course enrolment, or volunteer - and who have agreed for their particulars to be recorded as member
- staff who are members need to consider the conflict of interest policy for voting rights

References:

This policy is to operate in alignment with:

- Constitution of Uxbridge Community Projects Incorporated

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

A6: BOARD MEETING MANAGEMENT POLICY

Rationale:

The Uxbridge Community Projects Incorporated meets at intervals throughout the year.

Purpose:

Board Meetings will be run according to the Constitution.

Guidelines:

- Meetings will be run according to the Constitution of The Uxbridge Community Projects Incorporated, under the control of the Chairperson, or in their absence, the Vice-Chairperson or such other Board Member as maybe authorised from time to time.
- The Chairperson of any meeting shall be entitled to limit discussion if repetition or deemed irrelevance is evident.
- Questions and/or clarifications should be sought through the Chairperson.
- Non agenda items may be raised in General Business and it shall be up to the meeting to determine if sufficient time exists to permit discussion. Any items for General Business should be specified at the beginning of the meeting.
- Decisions shall be by majority and according to the rules of the Society.
- The agenda shall be circulated one week in advance of a meeting, but not less than 3 working days before a meeting
- The minutes of meetings shall be circulated within two weeks of a meeting.
- Minutes of meetings must record any declaration of conflict of interest.

References:

This policy is to operate in alignment with:

- Constitution of Uxbridge Community Projects Incorporated

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

A7: CONFLICT OF INTEREST**Rationale:**

UXBRIDGE acknowledges that it is a community based organisation receiving a measure of financial support from public funding, and other funding bodies. Board Members may from time to time be the recipients of benefits from these sources either directly or indirectly in accord with the purposes for which the funds were provided.

Purpose:

To maintain the Society's integrity.

Guidelines:

- Any Board member must declare any potential conflict of interest that may arise, where the independence or integrity of the Society may be compromised. If a Board member is unsure whether a situation may be deemed a conflict of interest, the Board member must seek clarification with the Chairperson at the first opportunity.
- If the circumstances of an elected Board member changes during their Board membership that may give rise to a conflict of interest, the Board member must declare that potential conflict of interest at the first opportunity.
- If any Board member identifies a potential conflict of interest that may compromise their position on the Board, the Board member needs to notify the Board. The Board will consider the management of that conflict in the best interests of the organisation. .
- Any member, including Board members and any staff person may be contracted to provide services on normal commercial terms and conditions and if a tender process is to be undertaken then such a person will not be given any priority.
- Where a direct benefit may be received either by a member personally or through an immediate family member (defined as within 1st cousin status), the member must make a declaration of interest. At meetings the member must then retire from discussion on the issue at point and retire from the meeting until such time as such discussion is finalised.
- When the member has technical expertise or other relevant knowledge which might benefit the Board, Management Team or organisation in reaching its decisions, that member may be called upon to offer opinion or guidance on such points, but must then retire from the meeting. They must not participate in any discussion / debate or decision.

- Any Board member acting as employer on behalf of UXBRIDGE or any person serving on an interview panel for staff appointments must declare an interest and withdraw from any decisions regarding appointments if any member of their family (defined as 1st cousin status), applies for a position.
- Staff who are members must abstain from voting at an Annual or Special General Meeting if there is a direct or perceived conflict of interest.

References:

This policy is to operate in alignment with:

- Constitution of Uxbridge Community Projects Incorporated

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

B1: ACCESS AND PARTICIPATION

Rationale:

UXBRIDGE aims to provide:

- Opportunities for different sectors of the community to participate on an equitable basis taking into account community and cultural needs and available resources
- Opportunities for people from beginners to professional level to participate in developmental activities
- Opportunities to participate in programmes and events that appeal to the broad demographic in the catchment area

Purpose:

Resources will be allocated through the annual budget, as approved by the Board

Guidelines:

Management should ensure that resources are allocated equitably across a range of interest groups.

Funding will be applied for the specific purposes approved. There may be occasions for long term strategic reasons where the Board may consider a higher allocation of resources to a particular group or activity

Allocation of financial resources will take into account the Auckland Council agreement

References:

This policy is to operate in alignment with:

- Finance Policy
- Strategic Plan
- UXBRIDGE/Auckland Council Contract
- Constitution of Uxbridge Community Projects Incorporated

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

B2: CENSORSHIP

Rationale:

The Board and the Centre Director has the right to censor artistic content

Purpose:

To justify actions of censorship in order to avoid undue offence to large sections of the community

Guidelines:

Any activity at UXBRIDGE shall not contravene any relevant New Zealand law.

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

B6: HEALTH & SAFETY

Rationale:

UXBRIDGE will develop, monitor and maintain comprehensive Health and Safety policies and guidelines to ensure minimal risk and protection from harm to all users and staff, in accordance with legislative requirements.

Purpose:

To provide and encourage safety of staff, volunteers, contractors, tutors and visitors to UXBRIDGE, to ensure the safest possible environment for all is maintained.

Guidelines:

1 Safety and protection of users

- 1.1 All tutors will receive a health and safety briefing (which can be in the form of a written document) every term, or event, which will include the evacuation procedures, first aid procedures, hazard identification procedures, and the importance of keeping accurate rolls in regard to health and safety.
- 1.2 All users and visitors will have available sufficient information with regards to health and safety policies, particularly in evacuation procedures, safety wardens, and meeting points.
- 1.3 Fire, safety and evacuation drills will be scheduled regularly by Auckland Council.
- 1.4 Where practicable a register will be kept of persons on site to record any person who is not a member of the Board, staff, a tutor, or a class participant. (This excludes events where there is no registration or ticketing process). The Centre Director has the authority to remove any person visiting the Centre who is endangering others, creating a public nuisance or not abiding by the Health & Safety Policy.
- 1.5 Legislative and compliance requirements for health and safety will be maintained by Auckland Council.
- 1.6 Programme and event registration forms must indicate the need for self-responsibility for participants own health and safety, and the need to report any concerns to a member of staff.
- 1.7 Participants in workshops, classes or events must notify the centre of any personal limitations which may compromise their health and safety while at the centre or require medical intervention.
- 1.8 Signage for exits, assembly points, first aid, emergency procedures, and fire safety equipment must be compliant with current legislation requirements.
- 1.9 **External visits**
 - 1.9.1 External visits organized by UXBRIDGE will require participants to advise any special requirements, including medication. Staff or tutors will need to familiarize themselves with any requirements before the trip, and advise the Centre Director if, in their view, there is inadequate

training or resources to maintain the safety of the participant. The Centre Director may engage with the participant to assess the situation and will make a decision with regards to the participant's participation with regard to available support.

1.9.2 A list of participants must be kept in the office for the duration of the trip as well as by the coordinator of the trip.

1.10 Children's programmes

See separate policies under Children's Programmes (Policy B8)

1.11 A safety briefing must be included in the introduction to all classes, workshops, events and trips.

2 Safety and protection of staff

2.1 All staff are required to participate in ensuring the health and safety of the centre is maintained for staff and users.

2.2 All staff will receive a health and safety procedures guideline on induction to the centre, and at least annually thereafter.

2.3 Staff will receive training and resources to adequately meet the requirements of health and safety in the workplace. The Board will ensure that the Centre has adequate resources to maintain the safety of staff.

2.4 All staff have responsibility for ensuring that their work is carried out in a safe manner, and are responsible for reporting to the Centre Director any concern about their own, or other staff, health and safety while at work.

2.5 Staff will have training in workplace safety, including the availability of equipment and how to use it.

2.6 Specialised equipment will be identified, and training and/or instructions will be readily available for use. Only staff who are trained to use equipment that is identified as a risk will use that equipment.

2.7 (Check Centre Director JD re H&S responsibilities)

2.8 (Check staff JDs re H&S responsibilities)

2.9 The Board recognises that health and safety of staff also includes, for example, workplace stress, harassment, relationship conflicts, disputes etc. In these instances it is the responsibility of the Centre Director to manage and resolve those issues.

2.10 Where the issue may concern the Centre Director, staff have a responsibility and obligation to report their concerns directly to any Board member. The Board member, if approached, will work with the Health and Safety Board representative to resolve the situation.

2.11 Resolution of internal health and safety issues for staff which involves the Centre Director may include an investigation, mediation, and / or arbitration. The Board will access external advice as it sees fit and will ensure that the employment agreement and other relevant legislation is upheld.

3 Health and Safety targets

- 3.1 All requirements to maintain health and safety in the centre will be addressed in a timely manner.
- 3.2 The Board will ensure that the policies and guidelines are maintained, and the purpose of the Health and Safety policies is upheld by setting targets and reviewing annually with the Centre Director.
- 3.3 The Board requires a quarterly template report on:
 - 3.3.1 Health and safety staff representative training undertaken (where there is a staff H&S representative)
 - 3.3.2 First aid training undertaken
 - 3.3.3 Fire warden training undertaken
 - 3.3.4 Fire drills undertaken
 - 3.3.5 Tutor briefing each term undertaken
 - 3.3.6 Incidence register
 - 3.3.7 Compliance requirements undertaken each term by Auckland Council (electrical inspections, signage etc)
 - 3.3.8 Hazard / risk identification each term
 - 3.3.9 Resource management and requirements
- 3.4 The Board may request an independent Health and Safety Audit to be conducted at any time. The Director will provide a report to accompany the audit report.
- 3.5 The Health and Safety Board committee of the Board may be convened at any time and shall receive the independent Health and Safety Audit report, and report back to the Board.

4 Board Health and Safety representation

- 4.1 All members of the Board have responsibility for the health and safety of the centre.
- 4.2 A sub committee may be formed to address health and safety of the centre.
- 4.3 At all times, one member of the Board will be designated as Health and Safety representative, to maintain vigilance and support for ensuring policies are maintained and implemented at all times.

5 Delivery of Health and Safety requirements

- 5.1 The Board will review a Health and Safety plan as part of the Annual Plan which the Centre Director will implement.
- 5.2 A Board representative for Health & Safety will review the risk assessment forms provided by the Centre Director once a quarter to ensure records are adequate.
- 5.3 Implementation of the plan to include timelines to develop and implement the risk solution, and ensure adequate funds are allocated.
- 5.4 Any sub contractors providing services to the centre must be responsible for their own health and safety requirements and will have certification or licence to conduct the services undertaken.

6 Monitoring and Auditing Health and Safety

A **significant incident** is one where life is or may be in danger, and/or the capacity of UXBRIDGE to continue its function is compromised at that point. Examples may include natural disaster, major fire, incident involving police or other emergency services, death or significant medical event.

A **serious incident** may involve one or more situations where emergency services may need to be utilised, or intervention by staff is disruptive, but not involving a foreseeable complete inability to provide services. Examples may include isolated fire, medical emergency for one person, centre damage.

- 6.1 Any significant incident must be reported to the Chair of the Board as soon as is practical, by the Centre Director, or in their absence or incapacitation, by a member of staff. If the Chair is not immediately available, the Deputy Chair, Health and Safety Board representative, or any other Board members must be contacted.
- 6.2 Any serious incident must be reported to the Chair, Deputy chair or another Board member as soon as is practical, within 24 hours.
- 6.3 In any serious or significant incident, the Media Policy applies with regard to any comment regarding the incident.
- 6.4 All staff must have access to Board contact details, and emergency Council services, available for use in time of significant or serious incident.
- 6.5 In the event of an emergency any person may call emergency services and advise any staff member. The Centre Director, or a designated person may need to inform any other external agency considered appropriate to the circumstances.
- 6.6 If anyone other than the Centre Director reports a serious incident, the Chair needs to ensure that any external agencies as considered appropriate (eg Council, Health and Safety advisor, nominated person of the Board) have been advised.
- 6.7 Any serious or significant incident must be reported to the Board in full in a timely manner by the Centre Director.
- 6.8 A Health and Safety report will be included in the Centre annual report.

References:

- **UXBRIDGE** Operations Manual – Health & Safety
- Children's Programmes Policy – Section B8 Policy Manual
- The Health and Safety Act 1991 and any subsequent amendments
- Public Information and Media Policy

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

B7 INTELLECTUAL PROPERTY AND COPYRIGHT

Rationale:

Uxbridge recognises issues of ownership and rights of staff and users to works/property

Purpose:

To clarify ownership of materials created by staff and use of materials owned by tutors and customers

Guidelines:

- Uxbridge retains ownership of intellectual property created by staff in the course of their work
- Intellectual property includes trademarks, designs, course notes, publications and software
- Intellectual property owned by tutors will not be copied or kept without their permission
- Use of photographs/copies of works created by tutors and customers in Uxbridge published information will be with the owners' permission and acknowledged
- All staff and tutors are expected to observe the copyright rules in all class/workshops being offered under the Uxbridge name.

References:

- Copyright Legislation

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

B8 CHILDREN'S PROGRAMMES

Rationale:

The safety of children, staff and tutors involved in any programmes for children is a priority for Uxbridge

Purpose:

To provide guidelines for Uxbridge tutors/staff in their contact with children

Guidelines:

- No one with a conviction for crimes of a sexual or violent nature will be allowed to work with children. Tutors working with children must agree to criminal history checking through the Department for Courts/and or Police Department
- Children must be supervised at all times when at the Uxbridge facility, including after class. A tutor or staff member should remain with children until they are collected by a parent or designated guardian
- Where ever practicable, tutors and staff should take steps to ensure they are not in a situation where they are 1:1 with a child/children
- Tutors' assistants must be a minimum age of 16
- A minimum of two adults, (or a proportional representation 1:6) must accompany children on any excursions outside Uxbridge
- Children may only be taken on excursions with **written permission** from a parent/guardian

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

B10: CONFIDENTIALITY

Rationale:

Uxbridge Board and staff have access to confidential customer information

Purpose:

To protect customer information and to comply with relevant legislation

Guidelines:

- All staff and Board members are expected to comply with the relevant legislation
- All information pertaining to customers of Uxbridge is strictly confidential. No staff member may give out customer information such as, names, addresses, contact details or credit card information to third parties (except insofar as relates to any exemption provided by the Privacy Act 1993)
- All Uxbridge information which invites a customer response, e.g. the biannual brochure, should contain the conditions of the Privacy Act
- Uxbridge customers have the right to change their details and access their own information held on the Uxbridge database at any time
- Customers have the option to refuse to have their personal information stored on the Uxbridge database
- All credit card details collected, whether by card imprinter or manually written, will be securely kept no longer than the required period and immediately destroyed by shredder.

References:

Privacy Act 1993

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

C1: APPOINTMENT OF STAFF

Rationale:

UXBRIDGE is actively committed to the obligations of a good employer to ensure the most appropriate candidate for the available position is appointed and will act in accordance with required legislation.

Purpose:

To follow a sound and fair process in the appointment of employees accordingly to the laws of New Zealand.

Policy:

- All employees will be employed on an Individual Employment Agreement.
- The Centre Director will be appointed by the Chairperson and the appointment will be ratified by the Board of Uxbridge Community Projects Incorporated. Applicants will be assessed by a sub-committee of at least 2 further Board members convened for that purpose, who will recommend any applicant for the position.
- The Board delegates authority to the Centre Director to approve the appointment or replacement of staff (permanent, part-time, casual, fixed term, contract).
- The Board delegates authority to the Centre Director to make formal written offers of employment in accordance with Remuneration policy.
- The Board delegates authority to the Centre Director to approve travel and transfer expenses related to the appointment of staff.
- No Board Member may be appointed to a staff position (other than an executive appointment if applicable).
- No staff member may be formally supervised and report to another staff person who is a member of their family.
- Any Board member acting as employer on behalf of UXBRIDGE or any person serving on an interview panel for staff appointments must declare an interest and withdraw from any decisions regarding appointments if any member of their family (defined as 1st Cousin status), applies for a position.

References:

- This policy is to operate in alignment with the listed legislation (but not limited to those listed): Employment Relations Act 2000
- Equal Pay Act 1972
- Human Rights Act 1993
- Privacy Act 1993
- Employment Relations Act 2000*
- Equal Pay Act 1972*
- Fair Trading Act 1986
- Health and Safety at Work Act 2015
- Holidays Act 2003*
- Injury Prevention, Rehabilitation & Compensation Act 2001
- Minimum Wage Act 1983*
- Minimum Wage Order 2008
- Parental Leave and Employment Protection Act 1987*
- Parental Leave and Employment Protection (Rate of Parental Leave Payment) Regulations 2008
- Protected Disclosures Act 2000
- Volunteers Employment Protection Act 1973*
- Wages Protection Act 1983*
- Uxbridge Community Projects Incorporated – Individual Employment Agreements
- Uxbridge Community Projects Incorporated – Register of Delegated Authority 2015

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

C2: REMUNERATION AND OTHER EMPLOYMENT RELATED EXPENSES**Rationale:**

UXBRIDGE is committed to remunerating staff in a fair manner within the resources available.

Purpose:

To attract, motivate and retain appropriately skilled employees.

Guidelines:

- Commencing salaries over \$60,000 pa will be set by the Chairperson or designate in conjunction with the Centre Director
- The Board delegates authority to the Centre Director to appoint staff and set commencing salaries within budget, and in accordance with delegated authorities.
- Any decision to offer pecuniary benefits in addition to salary must be made by the Board
- The Board delegates authority to the Centre Director to approve work related expenses for staff
- Work related expenses for the Centre Director must be approved by the Chairperson
- The Board delegates authority to the Centre Director to commit expenditure to meet health and safety requirements

References:

This policy is to operate in alignment with:

- Employment Relations Act 2000
- Equal Pay Act 1972
- Human Rights Act 1993
- Privacy Act 1993
- Equal Pay Act 1972*
- Fair Trading Act 1986
- Health and Safety at Work Act 2015
- Holidays Act 2003*
- Injury Prevention, Rehabilitation & Compensation Act 2001
- Minimum Wage Act 1983*
- Minimum Wage Order 2008

- Parental Leave and Employment Protection Act 1987*
- Parental Leave and Employment Protection (Rate of Parental Leave Payment) Regulations 2008
- Protected Disclosures Act 2000
- Volunteers Employment Protection Act 1973*
- Wages Protection Act 1983*
- Uxbridge Community Projects Inc. Individual Employment Agreements
- Uxbridge Community Projects Inc. Register of Delegated Authority

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

C4: TIME IN LIEU POLICY**Rationale:**

Time in lieu of remuneration is given out of consideration for the health and welfare of employees in recognition of commitment and effort for the objectives of the organisation

Purpose:

To administrate time in lieu for the business in such a way that is fair to employees and least disruptive for the business.

Policy:

Accrual of time in lieu is solely at the discretion of the Centre Director unless it relates to work on a statutory holiday.

- Prior permission to take time in lieu must be agreed with the Centre Director.
- In general, time in lieu should be taken in the same week it is accrued or, at most, within one month of it being accrued.
- Time in lieu is regarded as a non-monetary compensation for employees but it is not seen as a means of accruing leave for future 'block' use. (eg, to accrue a week of time in lieu to take in one block "holiday" period).
- The Board delegates authority to the Centre Director to approve time in lieu of remuneration in accordance with the current UXBRIDGE policy on time-in-lieu.

The Chairperson approves the Centre Director's time in lieu of remuneration.

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

C5: LEAVE APPROVAL

Rationale:

Leave is governed by relevant legislation.

Purpose:

Consistency in the administration of all leave and compliance with relevant legislation.

Policy:

- The Board delegates authority to the Centre Director to approve all leave for staff.
- All leave for the Centre Director will be approved by the Chairperson.

References:

Holidays Act 2003 or any enactment in substitution or amendment

Parental Leave and Employment Protection Act 1987 or any enactment in substitution or amendment

UXBRIDGE Operations Manual

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

C6: VOLUNTEERS

Rationale:

UXBRIDGE recognises the value of the assistance provided by volunteers.

Purpose:

To ensure appropriate recruitment, training, supervision and acknowledgment of volunteers, within organisational resources.

Guidelines:

- The skill and experience of individual volunteers will be taken into account in allocating tasks.
- Staff members supervising a volunteer will ensure that the nature of the relationship and the tasks to be performed are clearly understood and Health and Safety policies and practices are observed.
- Volunteers are expected to comply with UXBRIDGE policies and should be directed to the Policies File during induction.
- Volunteers will not be used to replace paid staff
- Volunteers may apply for any vacancy under the normal application process.

References:

This policy is to operate in alignment with:

- UXBRIDGE Operations Manual
- Health and Safety Employment Act 1992

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

C8: STAFF PERFORMANCE REVIEWS

Rationale:

Performance reviews are seen as a two way process used to discuss work performance, personal and organisational goals and expectations.

Purpose:

This process provides a regular opportunity for exchange of ideas and constructive feedback which enables both the staff and the organisation to align their goals.

Policy:

- The Chairperson, and any other member of the sub-committee if requested, will conduct the Centre Director's annual performance review.
- The Board delegates authority to the Centre Director to undertake individual Performance Reviews for all staff.
- Any dispute related to a staff member's appraisal will be referred to the Chairperson of the Board for resolution.

References:

- UXBRIDGE Operations Manual
- Individual Employment Agreements
- Register of Delegated Authority

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

C9: SUSPENSION & TERMINATION OF SERVICES / SETTLEMENT OF PERSONAL GRIEVANCES**Rationale:**

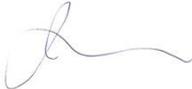
UXBRIDGE complies with relevant legislation and acts as a good employer.

Purpose:

UXBRIDGE aims to provide a workplace where all are able to work effectively. A clear and fair process is established for managing disciplinary action and resolving employment relationship problems. (Refer to Operations Manual).

Policy:

- The Chairperson is responsible for undertaking the process as it relates to the role of Centre Director.
- The Chairperson has sole authority to make any offer of redundancy or to negotiate severance.
- The Board delegates authority to the Centre Director to manage any disciplinary action with staff members in relation to giving verbal and written warnings and terminating employment.
- The Centre Director must advise the Chairperson of any situations that may result in termination of employment prior to undertaking discussion with the staff member.
- The Chairperson and the Centre Director shall jointly settle any personal grievances.

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

C10 : ADDITIONAL BENEFITS – BOARD, STAFF TUTORS

Rationale:

UXBRIDGE extends additional benefits to Board Members, Staff and tutors in acknowledgement of their input to the organisation.

Purpose:

To encourage participation in the ‘hands on’ experience at UXBRIDGE and enhance the understanding and appreciation of the UXBRIDGE community.

General discussion that the administration of benefits is not consistently applied, and that this offer of benefits is a significant cost to the Centre if everyone eligible took full use of the current policy

Guidelines:

- Event attendance is free to Board and staff members, **providing that** it is not fully subscribed by paying attendees
- All courses and workshops will require payment in full by all participants
- Artwork in Exhibitions may be purchased at a preferential rate as follows: Board Members, full time staff and tutors; 10% off the retail price to be paid out of the commission.
- Items in the UXBRIDGE Arts Store may be purchased at a discount, as follows: full time staff, part time permanent staff, Board Members and tutors, 10% off the retail price.
- Benefits are not transferable to other people (e.g. family members and friends).
- Any disputes regarding benefits should be referred to the Board through the Centre Director.
- A Board member or permanent staff member may hire a venue for any private non-commercial one-off event at 50% of normal hire rate

References:

UXBRIDGE Operations Manual – Additional Benefits for Board Members, Staff and Tutors

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

D1: FINANCE

Rationale:

The Uxbridge Community Projects Incorporated Society Board (referred to as The Board) is mindful that it is the custodian of public resources which must be prudently managed, and for which the Board is publicly accountable to the Society membership and through the contract with Auckland Council

Purpose:

- To ensure all statutory requirements are met
- To ensure that there are effective efficient financial management systems in place
- To ensure that the budgeting process reflects the goals and objectives of the Society

Relevant Sections of the Constitution state:

5 POWERS OF THE BOARD

The Board shall recommend an Independent Qualified Auditor to be elected at the Annual General Meeting.

11 PROPERTY

The funds and property of the Society shall be vested in the Society and administered by the Board in accordance with these Rules.

12 FINANCE

- a. All monies received shall be paid to the credit of the Society at such bank as the Board shall from time to time appoint.
- b. Payments on the Bank Account and other negotiable instruments shall be authorised by two persons whom the Board shall appoint for this purpose.
- c. Endorsements of payments and other negotiable instruments in the Society's favour may be made by Treasurer or any person appointed by the Board for this purpose.

- d. Surplus Funds may be invested by depositing same with any major Trading Bank or in such manner as the Board may from time to time determine in any of the modes of investment for the time being authorised by the law of New Zealand for the investment of trust funds.
- e. The Board shall delegate to staff the authority to receive on behalf of the Society and give receipts for all legacies, subscriptions, donations or other monies bequeathed, made or given to the Society.

13 FINANCIAL STATEMENTS

- a. As soon as is practicable after the end of each financial year the Centre Director shall cause to be prepared a full statement of accounts containing particulars of;
 - A Statement of Financial Performance for the financial year ended.
 - Statement of Financial Position of the Society as at balance date.
- b. The financial statements are to be audited by an Independent Qualified Auditor. The Independent Qualified Auditor is to present their audit report to the Centre Director prior to the Annual General Meeting next following the financial year in which such audit was conducted

14 FINANCIAL YEAR

The financial year of the Society shall commence on the first day of July and end on the last day of June each year or at such time as the Board may decide.

15 LEGACIES

Legacies, endowment contributions or other gifts of money or real or personal property may be made to the Society generally or for the purpose of any specific object of the Society.

16 ALLOCATION

Legacies or other gifts of real or personal property coming to the Society shall be dealt with, allocated or disposed of for the purposes of the Society by the Board which may appoint one or more persons or any corporate body to hold any property on behalf of the Society

Guidelines:

- The Society's financial authority rests with authorised Board members, specifically the Chair, Treasurer, and Deputy Chair, with delegated authority to Centre Director as per delegated authorities.
- The Society's financial management systems will comply with generally accepted accounting policies
- The financial management systems will depend on persons with appropriate knowledge, skills and expertise in this domain
- Financial control and management of budgets will be the responsibility of Centre Director under delegated authority by the Board, and for other staff with appropriate authority delegated by the Centre Director
- Financial accountability is monitored at each Board meeting, and by annual reports to the Board and through audited annual accounts presented to the members of the Society

Budgeting

In June each year the Board and the Centre Director (in conjunction with Uxbridge Staff) outline the Annual Plan (in line with the Strategic Plan) and corresponding budgetary requirements. This Annual Plan when finalised is approved by the Board. Board/Staff are then responsible for operation of activities within budget as outlined above

Transaction Signatories

Transaction signatories for any payment are any one of three authorised Board Members and the Centre Director. The Customer Services Coordinator is able to sign upon written instruction from an authorised Board Member

Investment Criteria and Guidelines

To aim to maintain a minimum balance of not less than four months operating expenses in the daily operating bank accounts (current and on call) and to invest the remainder in interest-bearing accounts with registered NZ Trading banks. Investments are to be spread amongst several registered NZ Trading banks with no individual bank balance exceeding \$250,000. The Centre Director and Treasurer should approve movement of funds between registered banks.

Board Member Finance/Treasurer- Responsibilities

- Liaise with Centre Director monthly to review monthly financial accounts
- Present the annual financial report to the Society's Annual General Meeting

Auditor

An Independent Qualified Auditor is to be appointed, at the AGM of the Society

Reporting

The Centre Director is responsible, on behalf of the Board, for filing the annual financial statements with Charities Services within one month of AGM, and also updating the Registrar of Incorporated Societies of changes required to be notified.

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

D2: FINANCE - DELEGATION OF AUTHORITY FRAMEWORK

Rationale

To ensure that commitments and decisions made by the Society reflect the annual financial budget approved by the Board and are properly authorised and approved by the Board, and to minimise hindrance in the day to day operation of the Society's activities.

Approval Levels:

1. Board
2. Centre Director
3. Staff who have budget authority as Managers

Additions and alterations to approval levels:

BOARD

Offers of Employment or changes in employment conditions of:

- Centre Director
- Uxbridge Staff

BOARD

CENTRE DIRECTOR

Contracts, which commit the Board financially for:

Capital Expenditure

Within budget under \$10000		CENTRE DIRECTOR
Outside budget over \$1000		BOARD

Operational Expenditure

Within budget		Centre Director/ Budget holder
Outside budget and under \$1000		Centre Director
Outside budget and over \$1000		Board

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

D3: PUBLIC INFORMATION AND MEDIA STATEMENTS

Rationale:

Uxbridge strives to be open and transparent in its administration and communication

Purpose:

To maintain communication links with the community, the media and other relevant organisations

Guidelines:

People authorised to speak on behalf of the Society in relation to marketing and general publicity within job definitions are:

- the Chairperson or another Board Member so delegated by the Chairperson
- The Centre Director
- Staff as authorised for the Society's activities
- The Chair may approve release of Board minutes, audited accounts, strategic plan, etc, to be made available to interested parties on request
- The Centre Director will be advised of any request prior to information being given
- Requests may incur an appropriate charge for time spent allocating and copying documents

Crisis and Risk Management Procedure

A crisis is an accident or incident that could have a serious impact on the Society's reputation.

People authorised to speak on behalf of the Society in relation to any type of incident or event which may be sensitive to community perception, including issues of health and safety, centre management, staff, medical incidence, or significant events and natural disasters

- The Chairperson or another Board Member, or Centre Director, so delegated by the Chairperson

References:

Constitution of Uxbridge Community Projects
Incorporated Risk Management Policy and Procedures
Health and Safety Policy

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

D4: INTERNET AND EMAIL USE

Rationale:

Protection for the society from a legal, technological and financial standpoint

Purpose:

To minimise the risk of misuse of the Uxbridge IT system and network, and provide adequate access for staff to access information to undertake their responsibilities.

Policy:

- This policy applies to all Board Members, Staff, Tutors, and members of Uxbridge
- Under no circumstances is the Uxbridge internet allowed to be used for anything illegal, offensive or which could be considered as detrimental to Uxbridge.
- No software is to be downloaded, installed or uninstalled on the Uxbridge IT network without the permission of the Centre Director
- Staff may use the internet and e-mail for personal matters however staff are expected to restrict use to a minimum and not compromise their work tasks
- After hours use of the internet and email system is permitted, however the conditions of this policy apply at all times
- All information transmitted through, or stored on, the Uxbridge IT network is deemed to be Uxbridge property and is subject to management control and review
- All staff members are expected to use the Internet responsibly. Excessive misuse of the Internet or email by an individual for non-business purposes may result in that individual facing disciplinary measures and/or having their email account removed.
- Email is a legal document, The Courts consider emails as documents; accordingly they may be required to be disclosed to third party

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

D5 ASSET CAPITALISATION POLICY

Rationale:

The Uxbridge Community Projects Inc. Board will be responsible for the control and accountability of the Uxbridge Centre's assets and comply with Auckland Council Regulations and the relevant Acts and Reporting Standards

Purpose:

To ensure all statutory requirements are met

To ensure that the value of Fixed Assets recorded in the Statement of Financial Position is materially correct, and that the annual depreciation charge recorded by the Board fairly represents the use of assets over their lives

To provide for the security of the Centre's assets

Guidelines:

The Board will capitalise assets using the following guidelines

- Items with an individual value in excess of \$1000 are capitalised on purchase
- Items with an individual value below \$1000 that are purchased in quantity will be capitalised where their total value exceeds \$1000
- Other items with an individual value below \$1000 are expensed

Assets will be capitalised in the following categories:

Plant and equipment	Any power or electrically driven items (excluding technology), and including lighting, security, sound, and projection equipment
Furniture and fittings	All items of furniture and fittings
Buildings	All buildings or development projects undertaken
Technology	Computers/software/printers/telephone system
Pianos	Two pianos
Other equipment	Non power or electrically driven items (e.g. artists equipment / pottery wheels)
Leased assets	Items acquired under finance lease arrangements

Security of Assets

All assets will be entered into the Uxbridge Centre's Fixed Asset register with date of acquisition, unique reference numbers and serial numbers where applicable. Where possible assets will be permanently marked

A procedure to cover the taking of assets off site, retrieval of assets, and for notification of disposal, loss or movement of assets will be developed and included in the Centre Director's Procedures manual

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

D6: RISK MANAGEMENT POLICY

Rationale:

Uxbridge endeavors to manage risk effectively in its administration and activities

Purpose:

To establish risk management guidelines and procedures

Guidelines:

The Board determines to manage risk by undertaking

- To identify the risks associated in the business
- To assign responsibilities in the event of risk exposure
- To work toward a safe and secure mitigation of risk
- And to enable the society to manage its operation in the most efficient and safest way when a serious risk is exposed

The Risk Management Plan is an internal response to the identified risks, and plans and responsibilities to manage those risks. There are three parts: The identification and management of operational risks, the Emergency Response Plan, and Disaster Recovery Plan

All risks are to be identified annually and management responses developed for each risk, in a Risk Management Plan. This is to be presented to the Board as part of the Annual Plan

Insurances are to be reviewed annually by the Centre Director, and presented to the Board for consideration. The Board will consider Insurance requirements annually to ensure that the best cover for operational and emergency risk is appropriate to the identified risks, and to note and provide cover for any new risks that may arise.

All staff and Board members have a role to play in managing risk. The Centre Director has overall responsibility for ensuring the Risk Management Plan, as adopted by the Board, is implemented

Attachments:

Risk Management and Annual Plans for current financial year

References:

Finance Policy, Public Information and Statements Policy Health and Safety Policy

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

D7: RECORD KEEPING POLICY

Rationale

Uxbridge CPI is committed to meeting its record-keeping obligations to make and keep full and accurate records.

Uxbridge CPI will implement appropriate strategies, processes, applications and tools to ensure records of business activities are made and kept.

Purpose/Objectives

This policy aims to ensure:

- accountability and increased efficiency including reducing time spent finding records and enhancing information sharing within the organisation
- compliance with legislative, administrative or business requirements
- consistent application of the principles within
- that all employees are aware of their record-keeping responsibilities

Principles

'Record' is defined as any physical or electronic documents or items of required, historical, or permanent record (including brochures, gallery, staffing, programmes, and events)

Full and accurate records must be created and maintained for as long as required for legislative, business and accountability purposes.

Records must be captured in an appropriate application, or physical storage.

Records must only be archived for storage and/or disposed of with authorisation from the Centre Director.

This policy covers records created, commissioned, received by the organisation or which the organisation has a legislative responsibility.

This policy applies to all employees, including contractors and volunteers

Roles and Responsibilities

Centre Director is responsible for:

- ensuring the agency makes and keeps full and accurate records of its business activities
- [Managing record-keeping activities to ensure compliance with legislative and best practice requirements.
- Developing and implementing a record-keeping program for the agency, including the development of a record-keeping framework and disposal program.
- developing and implementing record-keeping training and awareness programs
- undertaking disaster preparedness to ensure identification and management of vital records

Managers are responsible for:

- ensuring employees under their supervision are aware of their record-keeping responsibilities and undertake training to ensure records are created and managed appropriately
- ensuring that their business area captures records in an appropriate application
- ensuring that their business area complies with this policy

All employees are responsible for:

- creating records of their business activities
- capturing records in an appropriate application
- ensuring records are kept for the required retention period in accordance with an authorised retention and disposal schedule
- securing records from unauthorised access
- Complying with this policy.

Centre Director is the delegated officer to approve disposal of public records

Relevant legislation

Archives Act 2010

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

D8: FINANCIAL PLANNING & BUDGETING

Rationale:

UXBRIDGE has a responsibility to its funders, its community and its stakeholders to manage its finances in the best interests and sustainability of the organisation and its stated objectives. This requires long and short term (annual) planning: capital (capex) and operational (opex) budgets respectively.

Purpose:

To plan, manage and monitor financial performance.

Guidelines:

- The Centre Director, in conjunction with the Treasurer will prepare an annual financial budget comprising of a budgeted Income and expenditure Statement and an annual Capex budget for consideration and approval by the Board. These financial budgets are to be circulated to the Board and approved by 31 May each year for upcoming financial year commencing 1 July each year.
- In addition to the financial budget a five (5) year Capex Plan will be prepared by the Centre Director and the Treasurer. This plan is for the Board to understand possible future Capex requirements and to plan accordingly.
- Capital expenditure that is included in the Board approved annual financial budget is to be approved by at least the Chairperson and one other Board member prior to the Centre Director expending such funds.
- Capital expenditure that is not included in the Board approved annual financial budget is to be approved by the Board prior to the Centre Director expending such funds.
- Budgets will be aligned to the best interests of the organisation, its sustainability and its stated objectives.
- Monitoring of performance against the opex budget will take place on a monthly basis (Monthly Budget Analysis Report). This information will be reported at the next scheduled Board meeting.
- The Board will further undertake a formal 6-month review of financial performance against budget at its February Board meeting followed by an annual review of the previous year's performance at either the July or August meeting, depending on the availability of final accounts for the previous financial year.

References:

This policy is to operate in alignment with:

- Finance and Delegated Authority Policies
- Asset Management Policy
- Constitution of Uxbridge Community Projects Incorporated.

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson's Signature		

D9: FUNDRAISING POLICY

Introduction

Uxbridge is a nonprofit organisation with the mission to “.....

All donations solicited or received on behalf of the organisation shall be used to further this mission and follow the policies and procedures outlined below.

Fundraising Policy

- Uxbridge will have dealings only with funders and sponsors with a record of performance which will bring no harm to Uxbridge.
- Funds shall be solicited in a respectful manner and without pressure.
- Donor designated restrictions on contributions shall be honoured.
- Uxbridge is a nonprofit organisation and contributions made to the organisation are tax deductible. Written tax receipts shall be issued for all donations.
- If the donor receives anything in exchange for their donation, such as a dinner or event admission, the tax receipt shall clearly state what portion of the donation is tax deductible.
- The Centre Director may decline any gift that is inconsistent with the purpose of Uxbridge, and will not accept direct or indirect donations from persons or entities who
 - Appear to be offering a gift with the expectations of obtaining influence, advantage or preference
 - Where acceptance would create a conflict of interest or the appearance of a conflict of interest
 - Where the conditions placed on the donation are inconsistent with purpose, policies and planning documents of Uxbridge

General Gift Acceptance Policies

- Gifts to Uxbridge may take a variety of forms. Many are outright gifts by living donors. Some are bequests or testamentary gifts that take effect upon the donor's death. Others are different forms of deferred or split-interest gifts.

Uxbridge may accept the following types of contributions:

Cash.

The organisation may accept outright cash gifts in any amount. Gifts made to establish a restricted use fund must meet the minimum funding requirements set by the Board (currently \$5,000). A donor may establish a fund in a single transaction, or agree to build to \$5,000 over a period of time mutually acceptable to the donor and Uxbridge.

Publicly-Traded Securities. Uxbridge may accept gifts of publicly-traded stocks and bonds at fair market values as determined under Inland Revenue rules. Gifts of publicly-traded securities will generally be sold as soon as possible, and the fund the donor established will be credited with the proceeds from the sale, after commissions and expenses, if any.

Tangible Personal Property. Tangible personal property may be accepted as a gift, provided that (i) such property is saleable and (ii) the donor agrees that the property can be sold at Uxbridge discretion. The donor is responsible for obtaining a qualified appraisal prior to completing the gift.

Life Insurance Policies. The Foundation may accept gifts of life insurance policies, provided that

Uxbridge and the donor reach a prior written agreement about arrangements for the payment of any required premiums.

Real Property. All proposed gifts of real estate must be evaluated and satisfy due diligence requirements of Uxbridge.

Closely-Held Stock and Partnership Interests. . All proposed gifts of closely- held stock and partnership interests must be evaluated and satisfy due diligence requirements of Uxbridge.

Uxbridge reserves the right to refuse any proposed gift. Gifts to Uxbridge may not be directly or indirectly subjected by a donor to any material restriction or condition that would prevent the organisation from freely and effectively employing the transferred assets, or the income derived there from, in furtherance of its exempt purposes.

Authority for Fundraising activity

- The Board and Centre Director will establish a programme of fundraising and sponsorship each year as part of the business planning
- The Centre Director is responsible for seeking out and making application to various organisations which support the role of Uxbridge by donations or grants.
- Fundraising campaigns in support of capital items
- Use of Funds
- Donated funds will be used for the purpose for which they were intended, if other than a general donation.
- If surplus funds exist after the project for which the funds were sought is completed, the surplus funds will be considered unrestricted, pending donor notification and approval

Types of fundraising activities

- Donations, directly or indirectly
- Grants
- Fundraising campaigns
- Corporate sponsorship
- Donor Recognition

Donations

Uxbridge may receive direct donations through unsolicited gifts and bequests, and through donation boxes located at Uxbridge facilities. Uxbridge may solicit donations through membership programmes, annual appeals, special events and other means describe and approved in the annual plan and budget

Grants

Uxbridge may apply for public and private grants to support Uxbridge.

Fundraising Campaigns

Larger programmes and capital projects may require more extensive fundraising. A fund raising campaign is an organised effort to solicit substantial funds for a specific purpose.

The fundraising campaign needs to establish

- Financial goal of the campaign
- Total cost of the project and other sources of support
- Evidence that the project or programs is consistent with the Uxbridge priorities and plans
- Description Of the fundraising plan

- Estimated increases in annual expenses for operations and maintenance associated
- Expected outcome and how the project furthers the mission or existing goals
- Approval of the fundraising programme rests with the Board.

Corporate sponsorship

In all considerations of corporate sponsorships, the benefit to Uxbridge must clearly equal or exceed the value received by the corporation

Corporate sponsorship may fall into 4 categories:

- Philanthropic Sponsorships involves corporate support in which the primary benefit to the sponsor is traditional donor recognition, with no promotional or marketing rights associated with their contribution.
- Marketing sponsorship typically involves advertising expenditures and promotional activities for the corporations advertising or marketing department
- Cause related Marketing sponsorship uses the name of Uxbridge to promote corporations products when the corporation engages in a sales campaign offering to support Uxbridge.
- Media Sponsorship provides Uxbridge with opportunities to promote its exhibitions and programmes at no cost to Uxbridge through public service announcements, donated advertisements in newspapers, magazines, radio, TV, internet.

All corporate sponsorships must be clearly defined, have a defined time frame (preferably 12 months or less, and conform to general guidelines for all fundraising activity.

Donor Recognition

- Within 7 days of donation receipt, every donor to Uxbridge shall receive a formal acknowledgement/ thank you letter and donation receipt.
- Donations of \$100 or more will also receive a personal phone call from a board member or the Centre Director.
- Every new donor will be included in informational mailings and receive invitations to special events.
- Any public acknowledgement of the donation should be approved by the donor
- Donors should be included as guests at events, and recognised appropriately. Events in this context are media events, press announcements, photo opportunities, ground breaking, blessings, and receptions.
- Commemorative items may be presented to donors as an expression of appreciation and may include certificates, prints, photographs, plaques of nominal value
- A Book, pin, or other related Uxbridge memento may be an appropriate gesture
- Donor lists of specific campaign donors can be displayed in the concourse, donor books, websites, and printed in annual reports and newsletters when appropriate
- Credit lines may be included in material where recognition is limited to short credit lines e.g. This material was made possible through the contribution of.....'
- Donor recognition panel is to acknowledge donors who made a significant contribution to any major capital work (e.g. centre refurbishment. Criteria for such donor panels must be established, including recognition events, categories of donation, time period for display.

- Naming opportunities may be developed as a part of fund-raising/capital plan approved by the Board. Using the following guidelines
- A room, wing, gallery etc can be named for a donor who makes a significant contribution , typically 80% of the cost
- The naming of a building component shall be understood to be for a specific timeframe agreed.
- Donors may underwrite as specific exhibition or exhibition component, and receive sponsorship recognition for the duration of the particular exhibition
- The naming of the facility requires formal approval by the Board, and Howick Local Board

Donor Privacy Policy

- Any information supplied to Uxbridge by donors will be used solely to fulfil their donation and shall not be shared for any reason unless permission is granted by the donor to share such information.
- All requests to remain anonymous shall be honoured.
- Uxbridge does not sell or share donor lists.
- Donors who supply Uxbridge with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events.
- All donors have the option of being placed on a “once-a-year” mailing list which grants Uxbridge permission to contact them only once per year.
- Donors may request to be permanently removed from the mailing list by contacting us via email, phone or postal mail. All requests to be removed from the Uxbridge’s mailing list shall be notified to the Board.
- Donors who supply Uxbridge with their telephone number may request that they not be contacted for telephone fundraising purposes.

Uxbridge Sponsored Special Events Policy

- Fundraising events sponsored by Uxbridge must net at least 50% of gross income. A detailed budget must be prepared in advance and approved by the Board of Directors. Proceeds of Uxbridge sponsored events must support Uxbridge identified needs and be approved by the Board of Directors.
- Uxbridge will provide clear communication to event guests regarding IRD regulations that limit the charitable deduction amount to only a portion of the ticket price.
- All Uxbridge sponsored events must be evaluated for determination of continued offering.

Review date	Policy Approval Date	Next Review
July 2020	August 2020	July 2021
Chairperson’s Signature	