



Ethical Funding Partnerships Policy

Version 2

Date Written	May 2019
Version	2
Document Status	Approved
Approved Date	February 2021
Approved by	Board <input checked="" type="checkbox"/> Executive Team <input type="checkbox"/>
Policy Owner (Director Level)	Robyn Cummins
Author	Robyn Cummins Alice Byron/Clio Gressani (edits)
Reviewed Date	December 2021
Next Review Date	December 2022



Contents

1. Policy Statement.....	3
2. Purpose and Scope	3
3. Due Diligence Process	6
4. Associated Policies.....	7
5. Responsibilities.....	7
Annex 1 - ShelterBox Ethical Partnership Due Diligence Process Flowchart	8
Annex 2 - Prospect Questionnaire.....	10
Annex 3 - Due Diligence Risk Assessment Form.....	12
Annex 4 - Due Diligence Research Suggested Resources	15
Annex 5 - Due Diligence Approach for SME's.....	17
Annex 6 - Risk category guidance notes	18
Annex 7 - Corporate Partnerships DD short questionnaire.....	20



1. Policy Statement

ShelterBox believes that working with corporate organisations and other funding partners to bring about change and to provide support to people, communities and countries that have lost everything is crucial. If we are to ensure we are there for those most affected by disasters and conflict, then we must work closely with the wider community to maximise global impact.

We put a lot of importance in the word partnership. Partnerships are about shared goals and values. They should be mutually beneficial and demonstrate real respect between both parties. They must be open and transparent, and they must put people who have lost everything at the centre of the shared ambition.

To decline the opportunity to work with potential partners is to decline potential income and thus to reduce the number of people we support who have been displaced by disaster or conflict.

2. Purpose and Scope

In order that we can reach a balanced decision whether to proceed with partnerships based on the factors outlined, we have introduced an **Ethical Partnership Due Diligence Process** to standardise and guide our organisational decision making. This is outlined in Annex 1 of this policy. This policy applies to all partnerships, associations, sponsorships, significant donations, grants and other contractual relationships that ShelterBox may become involved with.

ShelterBox will not accept donations from the following sectors: Arms Trade, Prostitution, Pornography and Irresponsible Lending.

Although we may refuse a donation from a particular company or industry, this does not necessarily preclude accepting donations from individuals raising money within that company, i.e. “employee fundraisers”. Such cases should be referred to the Head(s) of UK Giving and escalated to the Director of Fundraising and Communications, as required for further consultation.

On occasions, ShelterBox receives funds anonymously. In these cases, reasonable steps need to be taken to ensure that the donations comply with this policy and with guidance from the Charity Commission in England & Wales. In accordance with the Anti-Money Laundering and Countering Terrorist Financing Policy, any donations of £10,000 or more from a single donor must be verifiable.

We also understand that circumstances and working practices change over time, so we will undertake regular reviews of existing partners.

ShelterBox has adopted two non-negotiable ethical standards:

Ethical Standard 1:

We will not accept funds from an individual or organisation whose work or activities undermine the achievement of our mission to provide emergency shelter to families who have lost their home to disaster, enabling them to rebuild their lives.

Ethical Standard 2:

We will not enter into a relationship with an individual or organisation that poses a risk to ShelterBox's reputation.

We apply a risk management approach to our decision-making using these standards in the process outlined in this document.

We are happy to help people and organisations on a journey to improve their working practices, but we must have evidence that the journey has begun and see a genuine commitment from partners that aligns with our values and beliefs. We will work with partners, share information, co-create solutions, build answers together and always be honest. We understand that businesses seek competitive advantage, and we will do what we can to provide benefits that support our partners' success.

As we develop strong partnerships, we will also ensure that we retain our independence and base our decisions on what is best for people who have lost their home to conflict or disaster.

Our brand is an invaluable asset. It helps us deliver aid on the ground, gives our partners belief to work with us and gives the global public the confidence to support us. Without a strong and values-based brand, we would not be able to reach those families who need us. We must always consider the impact of any partnership on our brand, ensure that partnerships strengthen and add value to the brand and do not undermine or threaten brand by association.

Our Values & Beliefs

Our Values

We can't do it alone

We are one big international team united in the belief that no family should go without shelter after disaster. We build lasting relationships and are good to each other.

We make a tangible impact

Our purpose is simple and we want to keep it that way. We work in a complex world, but we keep focused on making a real difference to people's lives.

We do the right thing

We strive to do the right thing. People are at the heart of everything we do. We have a responsibility to make the best decisions for the communities we support and listen to and learn from each other.

We plan for tomorrow



ShelterBox

Disaster relief

We are forward-thinking. We continually seek new ways to tackle the challenges we face, proactively researching new ideas and adapting to changing circumstances.

Because ... disasters don't wait

Disasters don't wait. So we step up, set priorities and trust our people to get things done. We expect the unexpected and adapt quickly. We plan for tomorrow, do the right thing and work together to make a tangible impact.

Our Beliefs

We will work with those who support our values and align with our beliefs, as outlined below.

1. Families should not be illegally or immorally removed from their homes – this would include inappropriate destruction of communities or inappropriate appropriation of land.
2. We believe the rights of children, women and men should be protected. As part of this commitment, we will not work with organisations that profit through pornography or prostitution.
3. Everyone has the right to respectful treatment. We will not tolerate discrimination, harassment or victimisation in the workplace, and we expect our partners to uphold the same commitment, including to their own employees and supply chains. There should be clear evidence of relevant policies, and adherence to these policies.
4. Many of those most impacted by conflict and natural disasters are those already living in poverty. People should not be forced to live in poverty, child labour should not be exploited, and commerce should not be to the detriment of local communities.
 - a) Our partners must comply with all applicable human rights and employment laws in the jurisdictions in which they work and have robust means of ensuring that subcontractors in supply chains also comply. This includes complying with the provisions of the Modern Slavery Act 2015.
 - b) ShelterBox will not tolerate the use of child labour. Suppliers must ensure that all goods and services are produced and delivered by organisations that subscribe to the Rights of the Child.
5. Climate change is one of the greatest threats to increased levels of displacement across the globe and organisations should be working to reduce their impact on both global climate and the local environment. We will only partner with organisations who are disproportionate contributors to Climate Change **if** there is clear evidence to show they are changing their working practices in light of the climate crisis.
6. Conflict is the other significant cause for human displacement and therefore we will not work with organisations that build or supply weapons or fund or politically support conflicts.

3. Due Diligence Process

The following process should be followed for all potential prospects.

- A prospect is identified, or an approach is made by a company / foundation. Prospects are then assessed through a quick [prospect questionnaire \(see Annex 2\)](#) by the relationship manager. This has been designed as a light touch way to assess potential risks in taking forward a partnership.
- For corporate fundraising in an emergency, please refer to line manager for guidance.
- The questionnaire will identify which risk category this company should sit in. There are three risk groups: **green** (low risk), **amber** (medium risk), **red** (high risk). Annex 6 gives a breakdown of [risk category guidance notes](#).
- It is the responsibility of the relationship manager to [research \(see Annex 4\)](#) the information needed to answer the questionnaire.
- A copy of the completed questionnaire should be saved on the company record on BBCRM.
- Not all questions are either relevant or answers readily available for small and medium-sized enterprises (SME's). In this instance the questionnaire can be replaced by a series of '[minimum standard](#)' questions (see Annex 5).
- As part of the process, if the team are already in conversation with the company / foundation, the relationship manager will inform the company about ShelterBox's Due Diligence process. A [Corporate Partnerships Due Diligence short questionnaire](#) (see Annex 7) must also be completed and saved on the company record on BBCRM.
- The categorization of company determines the level of decision making required.
- All companies who fall in either the **amber** or **red** risk category require a full assessment through the [Due Diligence Risk Assessment Form \(see Annex 3\)](#) and submission to Executive Team for discussion.
- For partnerships of value in excess of £1million and / or with a national high profile company with potential reputational risk, approval **must** be ratified by the Board of Trustees.

This Form considers specific questions on key areas of risk (e.g. business practices, brand controversy) and the opportunity of the partnership (financial / brand value etc.), so a balanced judgement of risk and reward can be made.

All completed Due Diligence Risk Assessment Forms should be saved on the relevant record on BBCRM.

Decisions made by the respective Amber / Red review groups are likely to fall into four categories:

1. Agreement that an engagement with a prospective company can go forward. This decision may be supported by a series of conditions.

2. Agreement that a partnership with a prospective company cannot go forward under the terms proposed. They may recommend that a different type of relationship is entered into (advocacy etc).
3. Agreement that the risk presented is too great for a relationship to proceed with this company. The decision is 'no'.
4. No agreement and the decision is escalated.

Escalation

If the Executive Team cannot reach a decision on potential Amber / Red partnerships which would not ordinarily require Board approval, it is at the CEOs discretion to refer the decision to the Board.

Annual Reviews / Existing Partnerships

For 'Amber' or 'Red' companies a check list will be developed to aid an annual update. This will be referred to the Heads of FundComms Group for approval or for escalation to the Executive Team.

4. Associated Policies

This Policy forms part of a broader governance framework with other policies, guidance and procedures listed here. Compliance with these is mandatory. Any breach of the requirements contained in these documents may result in disciplinary action.

Anti-Money Laundering and Countering Terrorist Financing Policy.

Anti-Bribery and Corruption Policy

Code of Conduct

Risk Management Policy

All policies can be found on the Policy Resource Sharepoint site.

5. Responsibilities

The board of directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

The Executive Team are responsible for good practice in the organisation and ensuring compliance with the Policy within their departments.

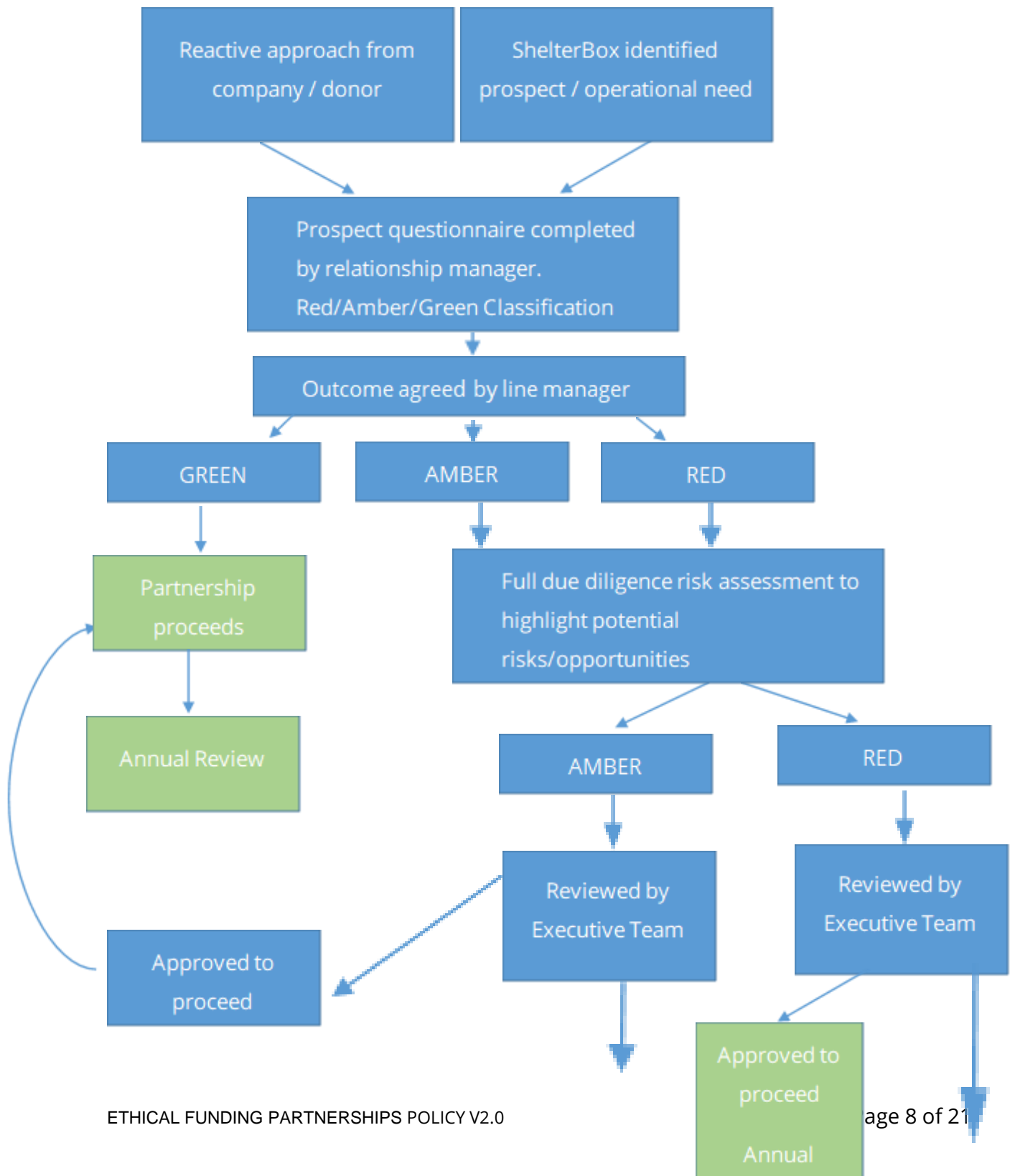
Heads of departments and line managers are responsible for ensuring compliance with the policy within their areas of responsibility.

All staff have a responsibility to meet the obligations in this policy.



Annex 1 - ShelterBox Ethical Partnership Due Diligence Process Flowchart

Annex 1 ShelterBox Ethical Partnership Due Diligence Process Flowchart





ShelterBox

Disaster relief



All decisions communicated and recorded; quarterly Board Report presented to Trustees with details of all amber and red prospects, outcomes and further actions.



ShelterBox

Disaster relief

Annex 2 - Prospect Questionnaire

Due Diligence Prospecting Questionnaire

This questionnaire must be completed for **All** Prospect Companies and Corporate Foundations. The questionnaire is to be used as a quick research tool and should not replace full due diligence if the company is categorized as either **red** or **amber**.

COMPANY SCREENING																			
Please refer to Research and Resources Guidance for more information as to where to source this information from.																			
Questions linked to examples of 'good practice'	Yes/No																		
1 Does the company produce a sustainability report? Source: Company website <i>Provide link</i>																			
2 Does the company measure their carbon footprint/report on greenhouse gas emissions? Source: Company website																			
3 Where relevant to specific industries / if the business sources goods or services from overseas, does the company belong to one (or more) of the following coalition or consortium? Ethical Trading Initiative, Fair Trade, EITI (extractives)																			
4 Does the company trade publicly on stock markets? If so is the company included on the Dow Jones Sustainability Index and/or the FTSE4Good Index?																			
5 Has the company adopted any of the following CSR / ESG frameworks/reports and/or guidelines? Or the equivalent overseas; GRI sustainability reporting framework, UN Global Compact or Business in the Community																			
Good Practice Total (boxes marked 'YES')	/5																		
'bad practice' question	Yes/No																		
6 Has the company been a target of any negative press / lobbying in the last 10 years specifically on; Environmental disasters or impact, land rights, or labour rights? Source: google search 'issue + company name'																			
General background questions																			
7 What is the source of the company's income?																			
8 Does the company have policies on the following? Source: Company website																			
<table border="1"> <thead> <tr> <th>Policy</th> <th>Yes/No if N/A state why</th> </tr> </thead> <tbody> <tr><td>Anti-Money Laundering Policy</td><td></td></tr> <tr><td>Corruption and anti-bribery</td><td></td></tr> <tr><td>Human rights</td><td></td></tr> <tr><td>Corporate Social Responsibility</td><td></td></tr> <tr><td>Health and Safety</td><td></td></tr> <tr><td>Tax Policy</td><td></td></tr> <tr><td>Environmental Protection including water use</td><td></td></tr> <tr><td>Land</td><td></td></tr> </tbody> </table>	Policy	Yes/No if N/A state why	Anti-Money Laundering Policy		Corruption and anti-bribery		Human rights		Corporate Social Responsibility		Health and Safety		Tax Policy		Environmental Protection including water use		Land		
Policy	Yes/No if N/A state why																		
Anti-Money Laundering Policy																			
Corruption and anti-bribery																			
Human rights																			
Corporate Social Responsibility																			
Health and Safety																			
Tax Policy																			
Environmental Protection including water use																			
Land																			



ShelterBox

Disaster relief

	Supply Chain Management and Procurement	
	Employment and Labour practices	
	Lobbying and Political Donations	
9	Is there any other general information about the company / its management useful to reference before any relationship is explored?	
	GREEN If more than half of relevant good practice questions are yes, unless the 'bad practice' box has been ticked.	AMBER If less than half of relevant good practice questions are yes, or the company falls into the amber sectors identified on the risk categorization guide. Proceed to Due Diligence Risk Form
	RED If the company falls into the sectors identified on the risk categorization guide or the 'bad practice' box has been ticked. Proceed to Due Diligence Risk Form	

Reviewed by: _____ Date: _____

Risk categorization: _____



Annex 3 - Due Diligence Risk Assessment Form

Due Diligence Risk Assessment

Company Overview Source: Company annual report; corporate website	
1.1	Company Name:
1.2	Company Website Registration Number:
1.3	Where is the company head quartered?
1.4	Which countries does the company operate in?
1.5	Company information: Outline the company's main activities, including the dominant industry or sector that the company operates in.
1.6	Who is the Chair? Who is the CEO? Source: Governance section of the Financial or Sustainability Report and the company website
Proposed nature of engagement Source: Company contact	
2.1	What type of partnership is being proposed with this company: Is the donation restricted or unrestricted or gift in kind? What is the estimated value? What is the proposed duration?
2.2	Has this company supported ShelterBox in the past? If yes, please provide details:
2.3	If this is a restricted donation, what is the proposed geographic area/thematic area?
2.4	What are the benefits to ShelterBox if we take this partnership forward? e.g. What is the possible programmatic impact? Does this fill a funding gap? What are the expected outcomes for Brand awareness etc?
2.5	What other NGOs has the company engaged with (if applicable)? List the names of any notable charities that the company has worked with (include type of engagement and value if possible)
2.6	Has there been any indication as to whether and how this partnership will be promoted? If yes, how and where? E.g. annual report, website, events, press
	Additional Comments:
Company Values Business Practices and Ethical Practices Source: company website	
3.1	What is the company's CSR policy/strategy?



ShelterBox

Disaster relief

	Outline the overall content and direction of the company's CSR policy/strategy. What are the company's key CSR activities? Does the company have a corporate foundation or trust?																								
3.2	Does the company have a CSR/Sustainability Report? If a SME, does the company have a history of charitable giving or a corporate statement on their CSR or Sustainability commitments? Source: company website, in person conversation																								
3.3	Does the company have the following policies? Source: company website, CSR reports. Key words include: policy, code of conduct, principles <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Policy</th> <th>Yes/No</th> </tr> </thead> <tbody> <tr> <td>Anti-Money Laundering Policy</td> <td></td> </tr> <tr> <td>Corruption and anti-bribery</td> <td></td> </tr> <tr> <td>Human rights</td> <td></td> </tr> <tr> <td>Corporate Social Responsibility</td> <td></td> </tr> <tr> <td>Health and Safety</td> <td></td> </tr> <tr> <td>Tax Policy</td> <td></td> </tr> <tr> <td>Environmental Protection including water use</td> <td></td> </tr> <tr> <td>Land</td> <td></td> </tr> <tr> <td>Supply Chain Management and Procurement</td> <td></td> </tr> <tr> <td>Employment and Labour practices</td> <td></td> </tr> <tr> <td>Lobbying and Political Donations</td> <td></td> </tr> </tbody> </table>	Policy	Yes/No	Anti-Money Laundering Policy		Corruption and anti-bribery		Human rights		Corporate Social Responsibility		Health and Safety		Tax Policy		Environmental Protection including water use		Land		Supply Chain Management and Procurement		Employment and Labour practices		Lobbying and Political Donations	
Policy	Yes/No																								
Anti-Money Laundering Policy																									
Corruption and anti-bribery																									
Human rights																									
Corporate Social Responsibility																									
Health and Safety																									
Tax Policy																									
Environmental Protection including water use																									
Land																									
Supply Chain Management and Procurement																									
Employment and Labour practices																									
Lobbying and Political Donations																									
3.4	Is there evidence that the company has been publicly criticised for aggressive tax avoidance or their tax policy? If yes, by whom?																								
	Additional comment:																								
Brand Visibility, Controversy and corporate reputation																									
Source: Corp Critic, Peer NGOs, Google, Business HR Resources, local, national and international newspapers																									
	Has the company been a target of any negative publicity in international or national press in the last 10 years on these following specific areas? Google word search to include: Scandal, negative press, sued, law suit, fined, discriminate, controversy, trade union, child labour, human rights violations, land. Note the nature of the publicity and when it happened.																								
	If yes, what measures or actions, if any, has the company taken in response to this publicity? e.g. have they implemented new policy or practice in response? Has there been a change in senior management linked to remedying bad practice or new management put in place to remedy the bad practice?																								
	Is the company a target of any other NGO campaigns? If so which NGO and when.																								
	Is the company subjected to a boycott anywhere?																								
	How high is their corporate profile (i.e. are they a well-known company brand name)?																								



ShelterBox

Disaster relief

	<p>If the engagement is linked to a specific country programme then what is the company's reputation in that country? Source: If possible consult with any in country partners.</p>
	<p>Additional comment:</p>
	<p>Further context, thoughts and/or suggested way forward by relationship manager/UK Fundraising team.</p>
	<p>Final Decision and Rationale (Executive and/or Board of Trustees) , including any further actions.</p>



Annex 4 - Due Diligence Research Suggested Resources

Due Diligence Research Suggested Resources

Research should not rely solely on one source as company-produced information may be biased, information found on the Internet may be inaccurate, and information solely from “watchdog” sites may not give a balanced picture.

Group	Name	Notes	Website
Company Specific Information	Company website – search ‘annual reports’		
	Meeting with company representative	Particularly useful for SME’s	
General Search Engine	Google	Company name plus key tag words such as scandal, negative press, sued, lawsuit, fined, discriminate, controversy, trade union, tax havens, human rights	http://www.google.co.uk
UK Media	Factiva	Newspaper database going back to 80s	
	Financial Times	The best media website for business news	http://www.ft.com/home/uk
	Guardian		http://www.guardian.co.uk/
	The Independent		http://www.independent.co.uk/
	The Times		http://www.thetimes.co.uk/tto/news/
	BBC		http://www.bbc.co.uk/news/
UK local and Regional Press	British Newspapers and News	Particularly useful for SME’s	
International Business News	Rocketinfo	Canadian Based website that collects international news and	



ShelterBox

Disaster relief

		business information	
	Reuters business briefing	Searchable online database covering 6000 media publications worldwide. Subscription service, with two weeks free trial	
CSR news	CSR Wire	News and Press Releases on CSR	http://www.cswire.com
	Mallen baker	Corporate Social Responsibility News and Resources	http://www.mallenbaker.net/csr/index.html
Ethical Business Research	Corporate Critic	Subscription service that indexes and rates the CSR records of over 15,000 company groups	
	FTSE4Good	FT Stock Exchange ethical company index	http://www.ftse.com/Indices/FTSE4Good_Index_Series/index.jsp
	Ethical Trading Initiative		http://www.ethicaltrade.org
Corporate Information	Standard and Poors		http://www.standardandpoors.com
	Hoovers Business Information Authority		http://www.hoovers.com
	Moody's		http://www.moodys.com
International Civil society	Business and Human rights		http://www.business-humanrights.org
	Amnesty International		http://www.amnestyusa.org/justearth/corporations/index.htm

Annex 5 - Due Diligence Approach for SME's

Introduction

The following advice is intended to support the Corporate/Community Teams in gathering relevant information on SME's in place of the Due Diligence Prospect Questionnaire. Individual circumstances of SMEs will vary widely, so judgement and common sense should be exercised as to whether the questions below are applicable.

Small and medium-sized enterprises (SMEs) are defined by number of employees and either turnover or balance sheet total.

Company category	Employees	Turnover	or	Balance sheet total
Medium-sized	< 250	≤ € 50 m		≤ € 43 m
Small	< 50	≤ € 10 m		≤ € 10 m
Micro	< 10	≤ € 2 m		≤ € 2 m

Few SMEs publish annual reports on their websites and it is difficult to find information on their business practices through traditional due diligence research.

Many SME's do have policies in place but they may not be available through their website, therefore it may be necessary to ask the SME's direct questions about their activities and policies. Some desk research will be possible, such as searching local and regional press for information linked to their corporate reputation.

The best way to obtain information is through in person meetings. This means that companies must be aware as early as possible about our Ethical Partnership commitments.

The following questions are suggested as a 'minimum standard' to proceeding with an SME partnership.

- a. Does the company have a Health & Safety Policy?
- b. Does the company have an Equal Opportunities Policy?
- c. Does the organisation have an Environmental Policy?
- d. If the business sources goods or services from overseas can they confirm that they have a policy in place to manage ethical sourcing practices?
- e. Does the company have a CSR policy/strategy or history of charitable giving?
- f. Does the company operate within any of the sectors outlined in the Red Category of the Risk Guide?
- g. From internet searches, does the company have any red flags relating to their corporate reputation over the last ten years.

If an SME did not answer yes to the first four of the above, we'd consider that company as warranting an Amber category for due diligence review. If the answer is yes to the final two question, they will automatically be categorized as Red.

If they are flagged in either of these categories, use the information you have collected to fill in a slimmed down version of the Due Diligence Risk Assessment Form – making it clear on the form where questions are NA due to SME status.



Annex 6 - Risk category guidance notes

Risk categorisation

The table below gives guidance on the sectors and business practices that ShelterBox deem low to high risk.

A ‘related company’ is a parent or subsidiary of the company. If the related company derives more than 25% of their revenue from a specific sector, by default they will be categorised as belonging to that sector.

GREEN	AMBER	RED
<p>Any company sector NOT listed as Red or Amber and is broadly recognized as an industry leader in social and environmental responsibility, displaying some or all of the business practices below, is likely to be categorized Green.</p> <p>Companies with policies on the following:</p> <ul style="list-style-type: none"> ▪ Anti-Money Laundering Policy ▪ Corruption and anti-bribery¹ ▪ Corporate Social Responsibility ▪ Environmental Protection including water use² ▪ Health and Safety³ ▪ Employment and Labour practices⁴ ▪ Supply Chain Management and Procurement ▪ Human rights⁵ ▪ Tax Policy⁶ ▪ Land (land grabs, biofuels) ▪ Lobbying and Political Donations <p>We also characterise good practice as:</p> <ul style="list-style-type: none"> ▪ Demonstrating a commitment to producing a sustainability report 	<p>An amber company, by default, is any company that isn’t categorised as Green or Red as a result of its sectors or business practices. Other sectors for consideration below.</p> <p>Sectors</p> <p>Gambling (for commercial gain). Operations in Israel and Occupied Palestinian Territories Tobacco and alcohol</p>	<p>Sectors</p> <ul style="list-style-type: none"> ▪ Mining, oil, gas, coal and other extractives ▪ The arms trade ▪ Pornography ▪ Prostitution ▪ Irresponsible lending ▪ Aerospace <p>Business Practices that are contrary to ShelterBox priorities, specifically:</p> <p>Land grabs Climate change disproportionate contribution Labour Practices (ETI Base Code)</p>

Footnotes:

¹ An anti-bribery policy should be appropriate to the level of risk a business faces. The policy should include: their approach to reducing and controlling the risks of bribery; rules about accepting gifts, hospitality or donations; guidance on how to conduct your business, eg negotiating contracts; rules on avoiding or stopping conflicts of interest. For more guidance refer to <https://www.gov.uk/anti-bribery-policy>

² Companies should have an environmental policy covering all aspects of their business activities and the Directors of the company should promote this to their employees, contractors and customers. Companies should set targets



ShelterBox

Disaster relief

and report on key indicators of environmental performance that includes raw material and energy consumption and emissions of waste to air, land and water. They should also include any serious pollution incidents, damage to wildlife, enforcement action and prosecutions or fines against the company in their published Annual Report. Companies should also explain how they are positively seeking to continually reduce their consumption of raw materials and energy consumption, emissions to air, land and water and their other environmental incidents and impacts to improve overall company performance. Companies should also report on positive actions to improve environmental performance.

³ By law (Health and Safety at Work etc Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains your statement of general policy on health and safety at work and the organisation and arrangements in place for putting that policy into practice. For more information, please refer to <http://www.hse.gov.uk/contact/faqs/policy.htm>

⁴ The ETI Base Code is founded on the conventions of the International Labour Organisation (ILO) and is an internationally recognised code of labour practice. Policies should include freely chosen employment, child labour avoidance, working hours, wages and benefits, humane treatment, non-discrimination, freedom of association, equal opportunities. For more details refer to <http://www.ethicaltrade.org/eti-base-code>

⁵ Please refer to the UN Global Compact on Human Rights for more information http://www.unglobalcompact.org/issues/human_rights/

⁶ Has the company provided information on their tax policy or any information in regards to their tax practices? A tax compliant policies should respect both the letter and intention (spirit) of the law. A good example is the information on Unilever’s website on tax; <http://www.unilever.com/sustainable-living/betterlivelihoods/tax/>, or Diageo: <http://www.diageo.com/en-row/ourbusiness/aboutus/corporategovernance/Pages/codes-policy.aspx>

The following table includes guidance on sectors that come up against ShelterBox policy/belief areas and have been identified as warranting additional guidance. The following highlights some of the key issues to be aware of as part of the due diligence research.

Sector	Key issues to be considered relevant to this sector
Aerospace	Climate Change
Fossil Fuel / Energy	Climate Change, Land rights
Food /Crop production	Land rights, environmental impact (including water use/access), labour rights/practices,
Manufacturing	Climate change, labour rights,
Arms / Defence	Conflict



ShelterBox

Disaster relief

Annex 7 - Corporate Partnerships DD short questionnaire

This questionnaire must be completed for **All** Companies and Corporate Foundations developing a relationship with ShelterBox. The questionnaire is to be used as a quick research tool and should not replace full due diligence if the company is categorized as either **red** or **amber**.

GENERAL COMPANY QUESTIONS	
Company name	
Company number	
Registered office address	
Link to Latest financial statements	
List of Directors	
Company website	

COMPANY SCREENING		
Please refer to Research and Resources Guidance for more information as to where to source this information from.		
Questions linked to examples of 'good practice'		Yes/No
1	Does the company produce a sustainability report? Source: Company website <i>Provide link</i>	
2	Does the company measure their carbon footprint/report on greenhouse gas emissions? Source: Company website	
3	Where relevant to specific industries / if the business sources goods or services from overseas, does the company belong to one (or more) of the following coalition or consortium? Ethical Trading Initiative, Fair Trade, EITI (extractives)	
4	Does the company trade publicly on stock markets? If so is the company included on the Dow Jones Sustainability Index and/or the FTSE4Good Index?	
5	Has the company adopted any of the following CSR / ESG frameworks/reports and/or guidelines? Or the equivalent overseas; GRI sustainability reporting framework, UN Global Compact or Business in the Community	
Good Practice Total (boxes marked 'YES')		/5
'bad practice' question		Yes/No
6	Has the company been a target of any negative press / lobbying in the last 10 years specifically on; Environmental disasters or impact, land rights, or labour rights? Source: google search 'issue + company name'	
General background questions		
7	What is the source of the company's income?	
8	Does the company have policies on the following?	



ShelterBox

Disaster relief

Source: Company website

Policy	Yes/No if N/A state why
Anti-Money Laundering Policy	
Corruption and anti-bribery	
Human rights	
Corporate Social Responsibility	
Health and Safety	
Tax Policy	
Environmental Protection including water use	
Land	
Supply Chain Management and Procurement	
Employment and Labour practices	
Lobbying and Political Donations	

9 Is there any other general information about the company / its management useful to reference before any relationship is explored?

<p align="center">GREEN</p> <p>If more than half of relevant good practice questions are yes, unless the 'bad practice' box has been ticked.</p>	<p align="center">AMBER</p> <p>If less than half of relevant good practice questions are yes, or the company falls into the amber sectors identified on the risk categorization guide.</p> <p align="center">Proceed to Due Diligence Risk Form</p>	<p align="center">RED</p> <p>If the company falls into the sectors identified on the risk categorization guide or the 'bad practice' box has been ticked.</p> <p align="center">Proceed to Due Diligence Risk Form</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Reviewed by: _____ Date: _____

Risk categorization: _____