ADRA Australia Policies and Procedures		No. CR 000 747
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Non Development Activity Policy (formerly CR 000 720/748/740)		
Department	**Sections** (inc. all sections where this document is located.)	
Corporate Services	Core Documents/International Program	
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ADRA Corporate & IP Staff	2022/1	6 September 2022
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This policy applies to both ADRA Australia and Open Heart International. Unless specifically mentioned in the policy, references to ADRA Australia extend to, and include, Open Heart International.

CR 000 747 Non-Development Activity Policy

Introduction

ADRA is committed to operating ethically and legally as a development and humanitarian organisation, by accurately representing our activities to the people we work with, our donors, and the public.

Purpose

The purpose of this policy is to guide ADRA and our partners to clearly separate relief, aid and development from non-development activities and ensure that development assistance and humanitarian aid is provided on a non-discriminatory basis.

Scope

This policy applies to all international activities of ADRA. The policy is applicable to all ADRA representatives (anyone who represents ADRA: all permanent, temporary, and part-time staff; board members; interns; volunteers; ADRA visitors; contractors [including suppliers and vendors] and consultants; and sub-grantees [local implementing partners and services providers]).

Background

ADRA Australia is a faith-based organisation established to provide humanitarian, development, and relief services in accordance with the religious, moral and ethical standards of the Seventh-day Adventist (SDA) Church. Development is understood as a process of transformation that leads to improvement in the whole of human life – materially, socially, and spiritually. ADRA has committed to ensure that funds and other resources designated for the purpose of aid and development will be used only for those purposes and will not be used to promote a particular religious adherence or to support a political party, or to promote a candidate or organisation affiliated to a political party.

Definitions

Development and Humanitarian Activities refers to the activities undertaken in order to reduce poverty and address global justice issues. In the nongovernment organisation sector, this may occur through a range of engagements that include community projects, humanitarian response and emergency management, community education, advocacy, volunteer sending, provision of technical and professional services and resources, environmental protection and restoration, and promotion and protection of human rights[1].

Non-development activities:

- *Partisan Political Activities* are defined as supporting or attempting to garner support for a political party, candidate or organisation affiliated to a political party. Examples include:
  - Australian entity or partners' staff being involved in party political activities;
  - Using funds or resources to facilitate or support a specific political party, candidate, or party political organisation in a local, regional or genera/ national election;
  - Using funds or resources to facilitate or support a particular politician or faction to gain power within a government or within a political party structure[2].

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[1] https://acfid.asn.au/content/general-definitions
[2] oagds-guidelines.pdf (dfat.gov.au)

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- ***Proselytism Activities*** are defined as supporting or promoting a particular religious adherence. Examples include:
  - o Activities undertaken with the intention of converting individuals or groups from one faith and/ or denominational affiliation to another;
  - o Using funds to support religious clergy – e.g. priests, ministers, imams, nuns, monks, rabbis – outside of the context of delivering overseas aid activities;
  - o Using funds to construct or support the running of religious institutions or places of worship – e.g. temples, churches, mosques[3].
- ***Welfare activities are defined as care and maintenance, which aims to maintain people in a particular*** condition on a longer-term basis. A substantial and broad impact on social and economic conditions in the community is not normally expected from welfare programs. Welfare may be provided to an individual or on a family basis including home-based and institutional care programs, such as those provided by orphanages, homes for the elderly, hospices, the provision of food for those who are destitute, the provision of food and clothing to poor communities, and support for school fees, books and uniforms for children. Welfare activities are typically:
  - o Implemented independently of other sustainable community development activities
  - o Include no strategy for integration into broader community development programs
  - o Provided on an individual or family basis, rather than on a community basis, and are unconnected to emergency needs; and
  - o Implemented on a long-term basis with no clear exit strategy[4]

Compliance

This policy provides a framework for ADRA's compliance with the Commitment to accountability to our stakeholders in the ACFID Code of Conduct, and requirements as per the Australian NGO Cooperation Program (ANCP) manual, DFAT Overseas Aid Gift Deduction Scheme (OAGDS) guidelines and the Australian NGO Accreditation Guidance Manual.

Guiding Principles

To guide ADRA Australia in its choice of interventions, the following development principles are central to our thinking and approach. Our interventions should be:

- **Developmental** – facilitating a *hand-up*, rather than a hand-out
- **Participatory** – placing participants at the heart of planning, implementation and evaluation
- **Inclusive** – meeting human needs regardless of nationality, race, gender, sexual orientation, religious belief, disability, class or political affiliation
- **Protective –** safeguarding human rights, so that all people are treated with dignity and respect
- **Sustainable** – prioritising community ownership, long-term impact, and environmental stewardship
- **Respectful** – collaborating with implementing partners who understand local values, culture, and socio-political contexts
- **Collaborative** – synergizing with development actors including government, private sector, academic institutions, and faith-based organisations
- **Responsible** – employing a range of best practice strategies to ensure that funds are used ethically for maximum impact
- **Ethical** – integrating our core biblical values of compassion, courage and connectedness, and our purpose of serving humanity so all may live as God intended

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[3] oagds-guidelines.pdf (dfat.gov.au)
[4] australian-ngo-cooperation-program-manual.docx (live.com)

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Application

ADRA ensures that we and our partners can differentiate between development and non-development activity and communicate this appropriately to stakeholders, donors and the public. ADRA Australia's development interventions must not discriminate on the basis of the potential beneficiaries' race, ethnicity, religion, gender, disability, sexual orientation or *political affiliation*.

ADRA Australia will use neither its own funds or other donor government funds, including DFAT grants, to support any kind of partisan political, proselytism, and/or welfare activities that are not directly related to relief or development programming.

The following criteria will be applied to all project activity:

1. ADRA partners have demonstrated an understanding of the difference between development and non-development activities.
2. ADRA will not use political or religious preference or similar ideological discrimination either as a pre-requisite to providing assistance or as an incentive for engagement in a project or program.
3. ADRA expects every project/ program partner to comply with these principles of operation and such ongoing compliance will be periodically monitored.
4. ADRA will not fund, support, or facilitate projects or programs that can be construed as 'non-developmental'.
5. ADRA will not use its funds nor those of any other co-donor to support any kind of non-development activity.
6. DFAT funds will only ever be used for clearly planned development and relief activities that meet government tax deductibility regulations.
7. Proposals submitted by implementing partners that have a disproportionate welfare component and are not clearly part of a larger community development program will be rejected.
8. ADRA partners comply with the principles of operation as per signed agreements.

This policy has been guided by the following resources:

ACFID Code of Conduct and Good Practice Toolkit for Compliance Indicator 7.3.2

ADRA Partner Operations Manual

ADRA International

DFAT Accreditation Guidelines

DFAT ANCP Manual

DFAT Overseas Aid Gift Deduction Scheme (OAGDS) Guidelines