



Charity and Fundraising Policy

Version Control

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1. Purpose

- 1.1. The purpose of this Policy is to outline the framework that ETL has set up to support charitable causes; to ensure that charity engagement and fundraising activities associated with ETL are approved, encouraged and always in compliance with legislation.

2. Background

- 2.1. **ETL Cares** is the primary scheme set up to provide charity support at ETL.
- 2.2. ETL Cares was launched in 2025 to build on the success of our charity committee's work, where funds were shared between several nominated charities throughout the year. The launch of ETL Cares, changed the framework of our charity support, with increased focus on a single charity over a twelve-month period.
- 2.3. As such, ETL works with a focus charity each year, through a range of volunteering and fundraising activities, to foster a strong relationship with the charity.

3. Policy Statements

- 3.1. ETL aims to have a positive impact on society by supporting causes that matter to our staff and engaging with our communities.
- 3.2. It is important that charity relationships are managed professionally and with due diligence and adherence to ETL's policies.
- 3.3. ETL offers charitable support to:
 - Organizations that are run not for profit and provide a public benefit, including registered charities
- 3.4. ETL does not offer charitable support to:
 - Political causes
 - Third party funding on a charity's behalf. Money must go directly to the charity.
- 3.5. All donations made by ETL must be signed off by a Director and must be within the allocated charity budget.
- 3.6. All donations made by ETL must be stored on the donation log in Sharepoint.
- 3.7. Compliance checks must be carried out for any charity supported by ETL using the following process:
 - 3.7.1.1. Charities nominated will be checked on <https://register-of-charities.charitycommission.gov.uk/> to ensure their registration status. The financial information on the website will be reviewed, to ensure legitimate.
 - 3.7.1.2. The "Charity Due Diligence Check" (Appendix 1) will be completed for each nominated charity.

- 3.7.1.3. The due diligence check must ensure that ETL's association with the charity would not in any way damage the reputation of ETL.
- 3.8. **ETL Cares** is the primary charity support scheme at ETL, where selection of an annual focus charity will allow us to foster a strong relationship with a charity over a 12-month period through staff volunteering days and fundraising activities.
- 3.9. Other forms of support or fund raising outside of the ETL Cares scheme will be considered where a staff member identifies another cause to support. These are to be sent to etl.cares@etlsystems.com for a decision to be made at ETL Level.
- 3.10. A budget will be set each financial year for Charity support. Limits on specific donations will be set by the HR Director in accordance with the remaining budget.

4. The responsibilities of ETL Cares Leaders (ETL's primary charity support scheme)

- 4.1. To manage the Annual Charity Support Cycle – as outlined in section 5 (nominations, voting, engagement, fundraising).
- 4.2. To meet with the Employee Forum to get input from across the company, encouraging staff to get involved with volunteering and fundraising ideas
- 4.3. To coordinate volunteering opportunities and fundraising initiatives with support from the forum and other staff.
- 4.4. To Foster a strong relationship with the focus charity.
- 4.5. To hold regular meetings to discuss the annual charity support cycle, to ensure progress and momentum throughout the year.
- 4.6. To ensure adherence to this policy in all charity and fundraising activities within the ETL Cares remit.
- 4.7. To hold an annual review to evaluate impact on the charity, community and staff, taking feedback from staff and the charities supported
- 4.8. To provide updates on ETL Cares work in the company presentation, Uplink and employee forum presentations, as well as an annual report, sharing our fundraising journey with the focus charity.

5. ETL's Cares Annual Charity Support Cycle

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|--|--------------------------|
| 5.1. Charity nominations put forward by Employee Forum Reps | December |
| 5.2. Compliance checks carried out for the nominated charities | January |
| 5.3. Forum Reps vote to decide in the focus charity | January |
| 5.4. ETL Cares Leaders engage with the focus charity | January |
| 5.5. Fundraising activities | February - December |
| 5.6. Volunteering engagement days | March – December |
| 5.7. ETL to present cheque | January (following year) |

6. Commitment

- 6.1. ETL is committed to allowing staff reasonable time to engage with the focus charity, including allocated time for volunteering activities.
- 6.2. ETL is committed to allocating a charity budget that can be used for donations, including fund matching and charity events under the remit of the ETL Cares focus charity.

7. Compliance

- 7.1. ETL is committed to complying with charity law and fundraising regulations during fundraising and cause related marketing campaigns, including the Charities Act 1992 (as amended by the 2016 Act), the Charity Act 2011 and the Fundraising Code of Practice issued by the fundraising regulator.

8. Accountabilities and Responsibilities

- 8.1. It is the responsibility of the Corporate Compliance Manager for monitoring compliance to this policy. A charity relationship can be terminated if it is found to be in breach of our policy or fails due diligence checks.
- 8.2. It is the responsibility of all staff to ensure adherence to this policy in all charity and fundraising activities that they are involved in within the company.

9. Further information

- 9.1. If you require any further information, or you have any questions regarding the ETL Charity and Fundraising Policy, please contact the ETL Cares team: etlcares@etlsystems.com or speak to the HR Director.

10. Monitoring and review

- 10.1. This policy will be reviewed periodically by the Company and updated in accordance with legislation and changes to the Charity Framework at ETL.

Appendix 1 – Charity Due Diligence Check

Charity Name	
Date of check	
Check Performed by	
Nominating Party	
REGISTER OF CHARITIES WEBSITE CHECKS	
Link to gov.uk register of charities page	
Registered Charity number	
Charity Aim	
Charity Website	
Registered Address	
Registered Phone Number	
Accounts registered for last 5 years	
Financial income and expenditure in line with each other?	
Breakdown of Income (% donations, % charitable activities, % investments etc.)	
Breakdown of Expenditure (% charitable activities, % raising funds etc.)	
WEB CHECKS	
Fundraising seen on website (e.g. donation links) or on other Fundraising websites (e.g. JustGiving).	
Fundraising activities seen online (e.g. previous fundraising activities	