



## Non-Development Activity Policy

### Purpose

The purpose of this policy is to affirm LLEE's position regarding aid and non-aid (Welfare) activities, as well as religious and political beliefs in its development work.

### Policy

Non-aid (welfare) activities as well as religious and political motivations can interfere in the development process and outcomes. LLEE delivers aid support and facilitates development for the sole purpose of strengthening the socio-economic capacities of the targeted communities.

LLEE commits to deliver development-focussed programs and projects. LLEE will not fund programs or projects that have any religious or political-party motivations nor will it engage in welfare (non-aid) activities.

LLEE will not choose beneficiaries on a religious or political basis. Religion and political beliefs are also not a precondition for participating in LLEE development activities.

LLEE will not engage in the promotion any religion nor will it make a concerted effort to convert people to a particular religion or faith. LLEE does not fund programs and projects that include evangelism as part of its objective.

LLEE does not allow its funds to be used to support any political party, candidate or organisation affiliated with a political party. In addition, LLEE will not allow its staff to be directly involved in party political activities.

This policy applies to all LLEE volunteers, staff, contractors and the Board.

### Definitions

**Aid and Development** - As per ACFID Code of Conduct, Aid and Development are activities undertaken to reduce poverty and address global injustices. These activities include, for instance, community projects, community education, provision of technical and professional services and resources.

**Non-aid (Welfare)** - Government or charity-based support provided for the immediate relief of unmet basic need. The emphasis is on the relief of severe hardship, not on person and/or community development. For example, food vouchers, government income supplements, accommodation and etc.

**Evangelism** - LLEE defines evangelism as the act of promoting a particular religion or faith, or a clear attempt to convert an individual to a specific religion.

**Partisan Politics** - Engagement in or affiliation with a political party, or a political candidate, or any organisation affiliated with a political party.

### Procedural Guidelines and Responsibilities

Executive Director, Country Manager, Program Manager:

- Scrutinise project proposals against a set of criteria which include compliance with this policy
- Review and monitor the leadership and commitment to compliance through active promotion of this policy within the organization and with project partners
- State clearly to project partners at the initial stages of project conceptualization, LLEE's commitment to development, rather than welfare, religion and politics.
- Monitor compliance performance during periodic visits to projects and in project reports.
- Review and report annually to the Board on the effectiveness of the management systems established to deliver legislative compliance.
- Identify compliance system weaknesses through risk management processes and analyse breaches to address adverse trends, and;
- Provide a formal assurance to the Board of Governance as to the state of organizational compliance.

Program / Project Manager:

- Monitor program/ project's policy compliance.
- Report on compliance.
- Where appropriate, delegate responsibility for compliance to a particular Program Coordinator.
- Ensure established systems and procedures that make the policy effective, are operational.
- Ensure staff and partners are trained in the necessary knowledge and understanding to perform their duties in compliance with the policy and all relevant requirements.
- Include significant compliance responsibilities and accountabilities in position descriptions and performance reviews.
- Report and investigate any incident or occurrence thought, or known, to constitute a breach of compliance requirements, and
- Design and implement system enhancements to correct weaknesses that can result in breaches of compliance.

Staff at all levels:

- Awareness of all Development, Welfare, Religion and Politics Policy requirements that apply to their work activities, and compliance with them.