

DONORS CHARTER

Our pledge is to treat all our donors with respect, honesty and openness.

Our commitment is to ensure that we are accountable and transparent, so that donors and prospective donors can have full confidence in all aspects of the running of Blue Teapot Theatre Company. As a charity seeking donations from the public, we are committed to compliance with The Charities Regulator's Charities Governance Code.

To ensure that we meet our commitment we will:

- Inform you of the way the organisation intends to use donated resources.
- Via our website, provide:
 - ✓ Access to our organisation's mission.
 - ✓ Access to the list of those serving on our governing board, and ensure that the board exercises prudent judgement in its stewardship responsibilities.
 - ✓ Access to the most recent, fully audited financial statements.
 - ✓ Access to the most recent Annual Report.
 - ✓ Access to the agreed procedures for making and responding to complaints.
- Treat you, our donor, with respect and confidentiality.
- Ensure that your gifts are used for the purposes for which they are given.
- Ensure donations are used responsibly in a manner that best suits adults and young people with intellectual disabilities.
- Provide appropriate acknowledgement and recognition in a timely manner.
- Give you, the donor, opportunity to have your name deleted from mailing lists.
- Inform you whether those seeking donations are volunteers, employees or third-party agents such as family members of beneficiaries etc.
- Guarantee that all relations between donors and individuals representing Blue Teapot i.e. volunteers, employees and third-party agents, will be dealt with professionally.
- Ensure that third party agents fully comply with Blue Teapot Theatre Company's policies and Code of Conduct.
- Commit to providing prompt, truthful and forthright answers to questions you might have of the organisation.
- Ensure that Blue Teapot Theatre Company's financial controls and procedures are rigorously in place in order to minimise the risk of funds being misused.
- Blue Teapot's Board of Directors commit to the approval of external auditors to audit company accounts on an annual basis.
- Ensure that our people management policies adhere to relevant workplace legislation and regulations, applying best practices in terms of employee and volunteer rights and health and safety at work.
- Adhere to equality legislation and not tolerate discrimination in any form.

Any queries relating to this Policy should be addressed to:

Executive Director
Blue Teapot Theatre Company
Munster Avenue
Galway, H91 FVF8

Tel: 091 520 977

Email: info@blueteapot.ie

Please note - We operate 4 days a week Mon –Thurs from 9.00 am to 5.00 pm