

**Médecins Sans Frontières
Doctors Without Borders Gift Acceptance Policy
For Donations from Individuals
(2022)**

PURPOSE OF THE POLICY

This Policy is intended to give guidance to MSF EA's representatives and supporters regarding the solicitation, acceptance and disposition of philanthropic donations. It will be reviewed and updated as necessary. MSF EA has a separate Corporate Gift Acceptance Policy for donations from corporations.

GIFT ACCEPTANCE PROCEDURE

The following procedure will be applied to decisions related to donations, except where otherwise specified in this document:

MSF EA will not accept a donation that would be inconsistent with the goals and objectives of MSF EA. This would include donations that are not in the best interests of MSF EA such as where (a) acceptance of the donation would negatively affect MSF EA's reputation or brand; or (b) the donor insists on a benefit that MSF EA does not wish to offer. All donations must be in compliance with Kenya national law.

The Director of Communications and Fundraising (DCF) and his/her delegates are authorized to accept or refuse donations in accordance with this Policy. Exceptions are for donations of or greater than KES 1,650,000 (10,000 euro). In these cases, a formal due diligence process and approval from the Gift Acceptance Committee (GAC)* is required. Donations' analysis will include internal and/or external research and will be conducted by the fundraising team.

When a prospective donation necessitates review by the GAC the DCF or his/her delegate will provide a summary in writing which includes, but is not limited to: background on the donor; any donor-imposed restrictions: assessment of possible cost, risks and liabilities; and other due diligence specific to the proposed donation.

The GAC will review the information provided in the summary and any additional information required within three business days and will make a determination as to whether to accept or reject the donation.

The DCF or his/her delegate shall keep the donor updated with reasonable frequency and detail with regard to the above process. Information concerning all transactions between a donor and MSF EA shall be held by MSF EA in confidence and may be disclosed only with the permission of the donor or the donor's designee.

MSF EA will not incur expenses whose purpose is for the donor to substantiate his or her allowable tax deduction or cost basis, or for legal representation or other professional advice for the donor.

Anonymous donations

For anonymous donations MSF EA will endeavor to collect as much information about the origin of the funds from publicly available sources and confirm that it is not in disagreement with these donation acceptance guidelines. MSF EA shall respect the wishes of any donor offering anonymous support and will implement reasonable procedures to safeguard such donor's identity.

Receipts

MSF EA will acknowledge the receipt of all donations in writing and in a manner that satisfies the applicable requirements for charitable donations.

AMENDMENTS AND UPDATES

The GAC has the authority to amend or update this policy as required.

**The Gift Acceptance Committee (GAC) is comprised of the MSF EA Treasurer, MSF EA General Director, MSF EA Director of Communications and Fundraising, and the MSF EA Director of Finance.*