

Missing People Ethics Policy

Relationships and Partnerships

Missing People believes it is important to take a strategic approach to developing and managing its relationships and partnerships, including with those who fund us. Guiding us through this process is a set of principles to ensure that the charity takes a consistent approach:

- Help to deliver our current plan
- Help respond to any new challenges that emerge
- Meet our Ethical Policy
- Deliver benefits for both parties

Ethical Policy

Missing People will undertake due diligence to ensure that association with individuals and organisations does not pose any obvious risk to reputation through association. Risks have been identified as those:

- Which could compromise Missing People's reputation or independence
- That violate(s) human rights.
- Which conflict with Missing People's vision, mission or aims

Due diligence process

When considering relationships and partnerships, the Missing People Director's Group will follow the due diligence process set out by the Charity Commission (see appendix one).

Missing People will keep a written record of due diligence processes and the results which informed decision making, particularly in high risk cases. Where there is concern in relation to reputation and/or independence, the Board of Trustees will be consulted and will give final sign off. Where appropriate, Missing People's position will be protected with a partnership agreement.

Appendix: Due diligence process

Identify

The following questions will be considered:

- Who is the individual/organisation?
- What is known about them?
- Does the charity have a well-established relationship with them? If so, does the charity's experience of working with them in the past raise any concerns?
- Is the individual/organisation working with other individuals/organisations (consider work within and across national borders)? Could these present any problems?
- Do any additional checks need to be made?
- Have any public concerns been raised about the individual/organisation or their activities? If so, what was the nature of the concerns and how long ago were they raised? What was the outcome?
- Would any adverse publicity about the individual/organisation have a damaging effect on the charity?

Verify

Missing People will obtain basic identifying information about the individual or organisation and where the risks are very high; verify this information.

The following information will be sought:

- The governing document
- The key senior personnel and how easy it is to contact them
- The organisation's size, management and operational structure

Know

The aims and values of the individual/organisation will be considered to ensure that they are compatible with those of Missing People.

Missing People will also undertake research to find out what the organisation or individual's business is to be assured that this is appropriate for the charity to be involved or associated with.

Know

Internal and external risks will be identified vis-à-vis the individual/organisation so that Missing People has confidence that they will deliver what the charity wants them to. For example:

- Are the individual/organisation's financial policies and procedures documented?
- What audit conditions are in place? Can Missing People inspect their financial records?
- What special risk factors apply to the individual/organisation? For instance, what is the political, economic and social environment?
- What factors could affect Missing People's ability to monitor the charity effectively?

Watch out

Missing People will look out for unusual or suspicious activities, conduct or requests from the individual or organisation. If there is cause for concern then further checks will be carried out.

The charity will consider not taking forward a proposed relationship if it has any suspicions about the individual/organisation. Furthermore, if Missing People believes a crime has been committed then it will report suspicious activities to the relevant authorities.