



FRIENDS OF SAMMY JOE FOUNDATION

TTD XPD CS Trust Fund

Public Policies & Governance Statement

Information for participants, families, carers, volunteers, donors, supporters and the community

The Foundation is committed to dignity, inclusion, safeguarding, responsible fundraising, transparent decision-making and careful stewardship of charitable funds. This public document summarises the policies that guide our work and explains the standards the community can expect from us.

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These public policies operate alongside the Foundation's more detailed internal governance, safety, financial, volunteer, incident, records and risk-management procedures.



1. CODE OF CONDUCT

Our standard

Everyone representing the Foundation is expected to act honestly, respectfully and in furtherance of the Foundation's charitable purposes.

We expect people representing the Foundation to

- Treat every person with dignity and respect, regardless of disability, age, communication method, culture, background or support needs.
- Respect choice, consent, privacy, personal boundaries and supported decision-making.
- Never engage in bullying, harassment, discrimination, abuse, neglect, exploitation, grooming or sexual misconduct.
- Protect confidential information and use Foundation property, funds and relationships responsibly.
- Disclose conflicts of interest and report serious safety or safeguarding concerns.

Our principle

A person's disability, age, communication method, behaviour or level of support need must never be used as a reason to deny their dignity or exclude their voice.



2. PRIVACY AND CONFIDENTIALITY

Our commitment

The Foundation aims to collect only information reasonably needed for its charitable activities and to handle personal and sensitive information respectfully and securely.

How we handle information

- We explain why information is being collected and how it may be used.
- We seek appropriate consent where required, particularly for sensitive information and identifiable stories.
- Access to personal information is limited to people who need it for an authorised purpose.
- We do not sell personal information.
- We do not publish identifiable health, disability or family information merely to make fundraising more emotionally compelling.
- Suspected privacy breaches are assessed and responded to promptly.

Questions or concerns

People may contact the Foundation to ask how their information is being handled, request correction where appropriate, or raise a privacy concern.



3. SAFEGUARDING AND CHILD SAFETY

Our commitment

The Foundation has zero tolerance for abuse, neglect, exploitation, grooming, violence, discrimination and sexual misconduct.

Safeguards

- Activities involving children, people with disability, older people or other vulnerable participants are planned with appropriate risk controls.
- Screening, supervision and role boundaries are used where appropriate.
- Concerns about immediate safety are acted on promptly and reported externally where required.
- People are supported to communicate concerns in ways accessible to them.
- Sensitive safeguarding information is handled confidentially and only shared where appropriate or required.



4. COMPLAINTS AND FEEDBACK

We welcome feedback

The Foundation welcomes complaints, concerns, compliments and suggestions. Raising a genuine concern in good faith should not result in retaliation.

How complaints are handled

- Complaints may be made verbally, in writing, by email, through a support person or advocate, or by another accessible method.
- Immediate safety concerns are prioritised.
- Conflicts are identified and an appropriately independent person is used where practicable.
- People affected are given a fair opportunity to provide information.
- Outcomes and available review or external escalation options are explained.

Accessibility

We aim to make our complaints process understandable and accessible to people with different communication, disability and support needs.



5. CONFLICT OF INTEREST AND RELATED PARTIES

Why this matters

The Foundation may work with people, families, volunteers, businesses and beneficiaries who know one another. A connection does not automatically prevent involvement, but it must never determine who receives charitable money or opportunities.

Our controls

- Actual, potential and perceived conflicts are disclosed and recorded.
- A conflicted person does not decide their own matter or an assistance request involving a close family or business interest.
- Independent approval, quotes and documented reasons are used where appropriate.
- Foundation assets must be used for charitable purposes, not improper private benefit.



6. MEDIA, PHOTOGRAPHY AND CONSENT

Consent comes first

Attending a Foundation activity does not automatically mean a person agrees to be photographed, filmed, interviewed or identified publicly.

Our approach

- We seek appropriate consent for identifiable photos, video, testimonials and personal stories.
- Consent may distinguish between Foundation social media, website, printed material, grant reporting and external media.
- We respect a person's own wishes and dignity even where an authorised representative is involved.
- We avoid humiliating, sensational or exploitative portrayals of disability, ageing, caring or hardship.
- Requests to stop future use are considered and acted on where reasonably practicable.



7. FUNDING ASSISTANCE AND BENEFICIARY SELECTION

Fair access

Where the Foundation operates a program providing assistance to individuals or families, eligibility and available assistance will be linked to the charitable purpose and the rules of the particular funding source.

Assessment principles

- Applications are considered against documented eligibility, need, program purpose and available funds.
- Decisions and reasons are recorded.
- Assistance is not an automatic entitlement and may differ between programs.
- Applicants connected with Foundation decision-makers are subject to conflict-of-interest controls and independent decision-making.
- Where practicable, approved suppliers or service providers are paid directly rather than unrestricted cash being handed to beneficiaries.



8. NAMED BENEFICIARY AND SPECIFIC ASSISTANCE

Named beneficiaries

The Foundation may conduct lawful charitable activities that benefit a specifically identified person where this is consistent with its governing purposes and the terms on which funds were raised or granted.

Special protections

- A beneficiary's relationship to a founder, trustee, volunteer or decision-maker is disclosed.
- Connected people do not approve their own or their family member's assistance.
- The charitable purpose, amount, evidence, approval and payment method are documented.
- Foundation assets are not treated as the personal property or automatic entitlement of a named beneficiary.
- Significant or recurring connected-beneficiary assistance receives additional governance scrutiny.

Sammy-Joe

Where an appeal or charitable program specifically identifies Sammy-Joe, the same transparency, conflict-management, record-keeping and restricted-fund principles apply.



9. NAMED BENEFICIARY FUNDRAISING

Clear appeals

When the Foundation raises money for a named person, the appeal should clearly explain who is conducting the fundraising, who or what will benefit, and the purpose for which funds are being sought.

Managing money raised

- Income from a material named-beneficiary appeal is separately identifiable in the Foundation's records.
- Spending follows the stated appeal purpose and is supported by appropriate invoices, receipts and approvals.
- Restricted donations are not knowingly diverted to unrelated purposes.
- Related-party decisions are managed independently.
- Public statements must not mislead donors about likely outcomes, use of funds or tax deductibility.

Surplus or changed circumstances

Where practicable, an appeal states what may happen if the original need is fully met, becomes impossible or more money is raised than required. Restricted funds are not repurposed casually; professional advice is sought where the Foundation is uncertain about what is legally permitted.



10. DONATIONS, SPONSORSHIP AND RESTRICTED FUNDS

Responsible stewardship

The Foundation records donations and sponsorships appropriately and may decline funding that creates unacceptable legal, ethical, reputational or operational obligations.

Restricted funding

- Donor or funder restrictions are documented.
- Restricted money is used for the agreed charitable purpose.
- Sponsorship benefits or business promotion are documented separately where appropriate.
- If a restriction becomes impossible or impracticable, the Foundation seeks appropriate advice before redirecting funds.



11. FUNDRAISING EVENTS AND FINANCIAL ACCOUNTABILITY

Fundraising

Fundraising activities are conducted transparently, respectfully and in accordance with applicable requirements.

Controls

- Each material appeal or event has a defined charitable purpose and responsible person.
- Cash and electronic receipts are recorded and reconciled.
- Cash is counted by two people where practical and banked promptly.
- Event costs and net proceeds are recorded.
- Grant and restricted-fund expenditure is supported by appropriate records.
- The Foundation maintains records sufficient to explain how charitable money was received and used.

Transparency

The Foundation aims to provide appropriate updates about significant public fundraising appeals and projects so supporters can understand the impact of their contributions.



CONTACT, COMPLAINTS AND DOCUMENT STATUS

Contacting the Foundation

For questions about these policies, privacy, fundraising, beneficiary assistance or to make a complaint, please use the current contact details published on the Friends of Sammy Joe Foundation website.

External oversight

Depending on the issue, external regulators may include the Australian Charities and Not-for-profits Commission, Consumer Affairs Victoria, the Office of the Australian Information Commissioner and other relevant authorities.

Document status

This public policy document is intended to explain the Foundation's governance commitments. It does not replace the Foundation's trust deed/governing document, applicable law, funding agreements, insurance conditions or detailed internal procedures.

The Foundation reviews its policies as its activities develop and may update this document from time to time.

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Organisation: TTD XPD CS Trust Fund, also known as the Friends of Sammy Joe Foundation