



## The Stella Prize – Philanthropy & Partnerships Policy

### Policy Statement

At The Stella Prize (Stella), we highly value the trust and goodwill of our community. As a small not-for-profit organisation, we work in partnership with a range of organisations and individuals, and we benefit from the support of a wide network of funders, sponsors, and program partners.

This policy has been established to guide Stella's decision-making when evaluating and selecting potential partners. It will provide organisations and individuals, who seek to work with and support us, with a clear understanding of Stella's values.

This policy does not apply to Stella employees or contractors (such as authors and judges), as these arrangements are covered by other agreements and policies.

### Guiding principles

Stella applies the following principles when evaluating a variety of relationships, including financial or in-kind contributions, sponsorships, programmatic activities; collaborating on research, publications or similar; and the use of our name or endorsement for cause-related marketing or similar agreements.

- All engagements will be consistent with Stella's vision, mission and values.
- Engagements will only be entered into with organisations and individuals that meet the Suitability Criteria outlined below, which may be modified as required for particular engagements.
- Engagements must have the potential to deliver positive outcomes.
- Engagements must not compromise Stella's independence, reputation, credibility, integrity, social responsibility or accountability.
- Engagement activities must not adversely impact on Stella's core operations.

### Suitability Criteria

Stella will engage with organisations and individuals that:

- Have ethical business practices that align with our own ethics and operational practices, as well as those of our community.
- Are effectively governed (as per ASX principles of good governance or other appropriate industry codes).
- Are financially viable. Stella may ask for appropriate evidence (such as financial statements and internal financial reports) and may review publicly available financial information.
- Demonstrate alignment with Stella's goals and branding, and a genuine interest in advancing Stella's mission.
- Demonstrate a history of corporate social responsibility and philanthropy.



- Stella is proud to be associated with due to their reputation.
- Stella is confident that an engagement with them will not generate controversy, unfavourable media reports and/or negative public opinion that could damage Stella.

Stella's capacity to speak with authority and fairness on issues that are relevant to our vision and mission must not be compromised by acceptance of funds or other associations with organisations or individuals.

Preference will be given to engagement with organisations that are strong on the core values of human rights, labour standards, the environment and anti-corruption.

Stella will not engage with organisations or individuals that have a poor track record on gender and diversity issues.

### Funding restriction

To maximise Stella's ability to direct funds to areas of greatest need, Stella prefers unrestricted funding arrangements.

Where funding is provided for a specific activity, the cost of that activity will always include an appropriate allowance for engagement, marketing, management, feedback, monitoring and administration.

### Policy in practice

Stella uses the following process when engaging with third party organisations and individuals in relation to sponsorships, partnerships and donations:

#### Step 1: Due diligence

Stella may first undertake a due diligence check. The check may be conducted or commissioned through an independent agency or completed internally by Stella staff. It will include online searches, formal and informal reference checks. The results of the check must be saved, and a report prepared if needed.

Stella will assess the organisation or individual against the Suitability Criteria. If an assessment reveals any issues of concern (including historical instances of unethical or harmful practice) Stella will consider whether the organisation or individual has identified the issue and is actively and genuinely engaged in correcting the business practice. If so, then Stella can consider working with them. However, the positive consequences of the relationship must outweigh any negatives.

The Executive Director/CEO has the authority to proceed with non-controversial engagements.



For engagements which have the potential to compromise Stella, or which give rise to complex or contentious issues, a due diligence report will be presented to a committee comprising the Chair of the Board, the Chair of the Fundraising Committee and the Chair of the Finance, Audit, Investment & Risk Committee who will decide whether to pursue or decline the engagement opportunity. They may seek counsel from all or any other Board members if necessary.

Engagements which generate income for Stella in excess of \$500,000 in any one year or which might otherwise jeopardise Stella's independence, also require the approval of the Board Officeholders.

## Step 2: Engagement process

If it is decided to pursue the engagement, then Stella will agree the following issues (as relevant) with the organisation or individual and document them in as much detail as is required to facilitate effective governance:

1. The shared objective(s) of the engagement.
2. The roles and responsibilities of each party, including staff.
3. Time period of the engagement.
4. Agreed activity, specifically what the engagement will achieve and what activities will be undertaken.
5. Financial details, including how income and expenditure will be managed and the timing of payment(s).
6. Use of logos. Stella owns registered Marks, including the name, logo and an array of other licensed Marks. Express written permission is required before any use of Stella's Marks.
7. Intellectual property, including who will own any intellectual property created and used during the engagement.
8. Reporting requirements, including:
  - a. what each party is required to report on
  - b. the detail and frequency of reporting.
9. Governance of the engagement, including who will be responsible for decisions regarding the engagement within each party.
10. Endorsements. Stella will not offer specific opinions, recommendations or seals of approval, or make statements or take actions that are or can be perceived or construed as endorsements related to any company's products and/or services. Stella will not make direct, specific and/or superlative statements about a specific company's products or services or a statement that implies that Stella has tested, used or researched such products or service and offers an opinion. However, if requested, Stella may provide letters of support for funding applications.
11. Acknowledgements and advertising. Stella publicly acknowledges thanks and recognises corporate sponsors, and seeks to inform Stella supporters about their assistance. However, Stella will not present in such a way that it appears to be a marketing or advertising entity on behalf of a corporate sponsor.



12. Donor databases. Only Stella and its employees and Board will have direct access to Stella's databases. In exceptional circumstances, Stella may facilitate contact with supporters on behalf of a third party where this will clearly benefit Stella's goals and objectives, and is permitted by relevant privacy laws and agreements with supporters.
13. Agreement to comply with Stella policies relevant to the engagement.
14. An appropriate disrepute and termination clause.
15. Transparency. Except as required by law, Stella will not publish the financial details of engagements or other relationships without the prior permission of the organisation or individual.

### Step 3: Implementation

Following the signing of the agreement, a suitable implementation plan will be formulated if necessary.

Unless otherwise agreed, the engagement may not be announced internally or externally before both parties have signed and exchanged the contract and any advance funding has been paid to Stella.