

Policy Name:	Governance	Policy Number:	SE016
Policy Date:	01/04/2022	Policy Review:	20/07/2027
Reviewed by:	Trustees	Agreed Date:	20/07/2026

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1. SpecialEffect Trustee Responsibilities

SpecialEffect Trustees are responsible for upholding the values and principles of SpecialEffect and for contributing their personal skills, knowledge and experience to the work of the Board of Trustees.

They must:

- understand and comply with SpecialEffect's purposes as set out in its Governing Document (Articles of Association)
- understand how the Charity benefits the public by carrying out its purposes
- ensure SpecialEffect is carrying out the purpose for which it was set up and no other purpose
- act in good faith and in the best interests of SpecialEffect
- comply with the SpecialEffect Code of Conduct at all times
- comply with any restrictions on spending funds or selling land
- comply with statutory accounting and reporting requirements
- comply with the provisions of equality legislation and value diversity, and treat others with respect
- comply with charity law requirements and other laws that apply to SpecialEffect
- ensure that the Board operates within the limits of its statutory authority
- ensure that the Board operates sound environmental policies and practices
- ensure SpecialEffect's assets are only used to support or carry out its purposes
- ensure accountability within the Charity, particularly where responsibility is delegated (for particular tasks or decisions), to staff or volunteers

- be aware of and abide by SpecialEffect's policy on personal data and confidentiality and store and dispose of papers and digital files in the securest possible way
- not receive any benefit from the Charity unless it is properly authorised and is clearly in the Charity's interests; this also includes anyone who is financially connected to a Trustee, such as a partner, dependent child or business partner
- avoid exposing SpecialEffect's assets, beneficiaries or reputation to undue risk
- ensure they declare any conflict of interest at the earliest opportunity – this will be checked annually and at the beginning of each Trustees' meeting.

2. Risk Management

It is SpecialEffect's policy to manage risk effectively by determining what could go wrong and taking steps to ensure this doesn't happen or reduce impact if the risks are unavoidable.

The Operations Team has responsibility for:

- overseeing risk management within SpecialEffect
- the annual review of the risk register and risk assessment folder, and mitigation of risks, ensuring that the risk management process works properly
- ensuring the risk assessment folder is available to all staff as needed
- ensuring that the risk management policy is kept up to date.

All staff have a responsibility for:

- identification of any risks
- review of risks and mitigating actions
- consideration of risk when making decisions
- practising good risk management within their areas of work
- reporting inconsistencies in the risk assessment folder.

Risk should be considered when making decisions around the office, in any new situations, at events, and when modifying technology. All staff are responsible for carrying out their own risk assessments and should advise the Operations team for each new assessment they do.

SpecialEffect use a result scheme to deal with risk:

- **T = Trivial (green):** if we cannot reduce a risk (or if doing so is out of proportion to the risk) we can tolerate the risk, ie do nothing further to reduce the risk
- **A = Adequately Controlled (amber):** if we can reduce the risk by identifying mitigating actions and implementing them, we should do so (for most of the risk assessments we do, this is the result)
- **N = Not Adequately Controlled – Action Required (red):** this applies to risks we cannot mitigate other than by not doing work in that specific area (so if a particular event, technology adaptation etc is very high risk and these risks cannot be mitigated, we might decide not to go ahead).

SpecialEffect will keep a record of all risk assessments completed on SharePoint, and this will be accessible to all staff. This risk assessment record will be checked and updated as necessary.

3. Ethical Policy

SpecialEffect is dedicated to using technology to enhance the quality of life of people with physical disabilities.

We aim to develop and maintain a broad base of different sources of funding whilst following the Fundraising Standards Board and the Institute of Fundraising guidelines.

3.1 Conditions for accepting Financial Support

SpecialEffect actively seeks opportunities to work together with external organisations and individuals to achieve shared objectives. However, it is vital that we maintain our independence and do not allow any external partnership to bring the name of SpecialEffect into disrepute. We therefore accept financial support from, and work in partnership with, companies and individuals on the following conditions:

- There are strong grounds for believing it will result in benefitting people with disabilities with whom we work.
- The CEO and Trustees are satisfied that no adverse publicity will result from accepting such support.
- There is no attempt on the part of any company or individual to influence SpecialEffect policy or actions either explicitly or implicitly.
- Initiatives do not compromise our independent status.

3.2 Marketing

Affinity marketing and product/service endorsement

SpecialEffect may seek to increase awareness of a product and/or service from which we receive support (through the use of social media and not more than one news item). However, the Charity does not endorse or approve the products and services of anyone. A statement to this effect will be included alongside any branding or promotion associated with products.

In order to ensure the above, SpecialEffect will:

- not actively direct the public to the product and/or service (eg by giving the provider's website or using a hot link)
- ensure that all agreements are for a specific period of time.

SpecialEffect will not share information from our marketing database or any details of our beneficiaries unless given express permission to do so by our supporters or clients.

3.3 Avoidance Criteria

Avoidance Criteria: SpecialEffect will not accept support or enter into partnerships (financial, promotional or otherwise) with companies or individuals involved with but not limited to the following activities:

- the manufacture or sale of tobacco products
- the manufacture or sale of arms

- the sale or production of pornographic materials/adult content
- any business relating to the sex industry.

3.4 Acceptance Criteria

When deciding to accept any particular donation, the CEO and Trustees have a duty to demonstrate to the Charity Commission that they have acted in the best interests of the Charity, and that association with any particular donor does not compromise SpecialEffect's ethical position, harm our reputation or put future funding at risk. SpecialEffect complies with all relevant legislation including the Data Protection Act 2018, the Money Laundering Regulations 2017, the Bribery Act 2010, the Economic Crime and Corporate Transparency Act 2023 and guidance from the Charity Commission, including guidance on terrorism and political activity.

SpecialEffect would therefore not accept any of the following where the donation:

- was known to be associated with criminal sources
- would help further the donor's personal objectives, which conflict with those of SpecialEffect
- would lead to possible decline in support for SpecialEffect, and so risk a fall in resources available to fund the services we deliver
- would otherwise significantly damage our reputation
- may harm relationships with partners, donors or stakeholders.

4. Transparency

SpecialEffect will undertake to communicate this policy to all its stakeholders by making it widely available on our web page at www.specialeffect.org.uk.

5. Related Policies and Guidance

- Whistleblowing Policy
- Complaints Policy
- Code of Conduct
- Trustee Handbook