

## **Due Diligence Policy**

### **1. Introduction**

ADHDadultUK (hereinafter referred to as the "Charity") is committed to conducting all its activities with the highest level of integrity and accountability. This Due Diligence Policy outlines the procedures and principles that guide the Charity to ensure that all its operations, partnerships, and engagements are conducted responsibly and in compliance with relevant laws and regulations.

### **2. Scope**

This Due Diligence Policy applies to all aspects of the Charity's operations, including but not limited to:

- Partnerships and collaborations with other organisations
- Acceptance of donations and funding
- Employment and engagement of staff, volunteers, and Trustees
- Procurement of goods and services

The policy is designed to protect the Charity's reputation, ensure compliance with legal and regulatory requirements, and mitigate risks associated with its activities.

### **3. Policy**

#### **3.1 Principles of Due Diligence**

The Charity's due diligence processes are based on the following principles:

##### **3.1.1 Transparency**

Ensuring that all information necessary for making informed decisions is disclosed and accessible.

##### **3.1.2 Accountability**

Holding all parties involved in the Charity's activities accountable for their actions and decisions.

##### **3.1.3 Integrity**

Conducting all activities in a manner that upholds the highest ethical standards.

##### **3.1.4 Compliance**

Adhering to all relevant laws, regulations, and standards.

#### **3.2 Due Diligence Procedures**

##### **3.2.1 Partnerships and Collaborations**

Before entering into any partnership or collaboration, the Charity will conduct a thorough assessment of the potential partner. This assessment will include:

- Reviewing the partner's reputation, history, and track record.
- Evaluating the partner's financial stability and sustainability.
- Assessing the alignment of the partner's mission, values, and objectives with those of the Charity.
- Ensuring that the partner complies with relevant legal and regulatory requirements.
- Partnerships will be periodically reviewed every six months, or in the event of a significant change, to ensure continued alignment and compliance.

### **3.2.2 Acceptance of Donations and Funding**

The Charity will perform due diligence on all potential donors and funding sources to ensure that the sources of funds are ethical and do not compromise the Charity's integrity. This process will include:

- Verifying the identity of the donor or funding source.
- Assessing the donor's or funding source's reputation and history.
- Ensuring that the acceptance of funds does not create conflicts of interest or pose risks to the Charity's reputation.

### **3.2.3 Engagement of Volunteers and Trustees**

The Charity will implement rigorous due diligence procedures in the recruitment and engagement of staff, volunteers, and Trustees. These procedures will include:

- Conducting background checks to verify the identity and credentials of candidates.
- Evaluating the candidate's suitability for the role based on their experience, skills, and alignment with the Charity's values.
- Ensuring compliance with legal and regulatory requirements, including obtaining necessary clearances and certifications.

### **3.2.4 Procurement of Goods and Services**

The Charity will conduct due diligence on all suppliers and service providers to ensure that they meet the required standards of quality, integrity, and compliance. This process will include:

- Evaluating the supplier's or service provider's reputation and track record.
- Assessing the quality and reliability of the goods or services offered.
- Ensuring that the supplier or service provider complies with relevant legal and regulatory requirements.

### **3.2.5 Documentation and Record-Keeping**

The Charity will maintain comprehensive records of all due diligence activities, including assessments, evaluations, and decisions made. These records will be stored securely and accessible only to authorized personnel.

### **3.2.6 Training and Awareness**

The Charity will provide training to all staff, volunteers, and Trustees on the importance of due diligence and their responsibilities under this policy. This training will ensure that all individuals involved in the Charity's activities are aware of the procedures and principles outlined in this policy. The Charity will continuously improve training by incorporating feedback from staff, volunteers and Trustees, through 'in the moment' feedback and bi-annual feedback forms.

#### **4. Review and Monitoring**

This policy will be reviewed annually by the Trustees to ensure its continued relevance and effectiveness. The Charity will also monitor the implementation of this policy to ensure compliance and address any issues that arise.