Scottish Thoracic Society Donations Policy

This policy explains how the Scottish Thoracic Society (STS) makes modest annual charitable donations in a transparent, proportionate way that supports its charitable purposes. STS will normally make one annual donation to a UK organisation and one to an organisation in an emerging economy, of up to £1,000 each.

Donations must further STS's charitable purposes and support respiratory health, education, research, service improvement, professional training, patient benefit or related health improvement.

1. Scope

This policy applies to discretionary charitable donations made by STS from its own funds under this annual programme. It does not cover research grants, sponsorship, payments for services, expenses or third-party fundraising in STS's name.

2. Annual Donation Framework

Subject to available funds (confirmed by the Treasurer) and Council approval, STS will normally make up to two donations each financial year:

1. one donation of up to £1,000 to a UK-based organisation; and
2. one donation of up to £1,000 to an organisation based in an emerging economy

The STS Council may identify recipient organisations or consider requests made directly to the STS. If no suitable organisation is identified in a category, STS may make no donation that year. Unused funds do not carry forward automatically. Council may approve additional donations in any given year, or increase the award amount of an award, at their discretion. The STS council reserve the right to vary the amount offered in the future, following review and approval at an STS Council meeting.

3. Eligibility

To be eligible, an organisation should normally:

- be a properly constituted non-profit, charitable, educational, healthcare, academic or community organisation;
- be able to receive and account for funds lawfully in its home jurisdiction; and
- confirm that the donation will not be used for private benefit, party-political activity or any unlawful purpose.

For this policy, an "emerging economy" organisation is one operating in a country that STS reasonably considers lower income, middle income or otherwise developing in health-system resources at the time of selection.

For a list of countries considered low-middle income please see:
https://worldpopulationreview.com/country-rankings/low-income-countries

4. Exclusions

STS will not normally make donations under this policy to:

- individuals;
- for-profit businesses;
- organisations whose purposes are unrelated to health, education, research, service improvement or patient benefit;
- organisations where sufficient due diligence cannot be completed;
- organisations that present an unacceptable legal, financial, sanctions, bribery, corruption or reputational risk; or
- activities that are discriminatory, unlawful or inconsistent with STS values.

5. Selection Criteria

When selecting recipients, STS should consider:

- alignment with STS charitable purposes and priorities;
- likely benefit to respiratory health, education, research capacity or patient outcomes;
- whether the donation will make a meaningful contribution;
- evidence of need, feasibility and responsible use of funds;
- appropriate governance, accountability and safeguarding; and
- for the emerging economy award, potential to support equitable partnerships, capacity building or local service development.

6. Approval Process and Conflicts of Interest

All donations must be approved by the STS Council and recorded in the meeting minutes. Any Council member with a conflict of interest must declare it promptly and take no part in the discussion or decision-making.

Requests or suggestions should be reviewed at the next suitable Council meeting, usually in January or July, although Council may consider them at other meetings at their discretion.

Once approved, STS should confirm the donation by email and request payment details, carrying out any due diligence as deemed necessary and proportionate to the amount.

7. Due Diligence and Payment

Before payment, STS should carry out proportionate due diligence based on the donation's size and risk. This should normally include checks on the organisation's identity, legal status, bank details, intended use of funds and any significant legal or reputational concerns. For overseas donations, STS should also consider transfer costs, sanctions, anti-bribery issues, local

requirements and whether the funds can be used for the intended charitable purpose. STS may ask for a short statement confirming the intended use of funds and any conditions attached.

Payments should be made directly to the recipient by traceable bank transfer wherever possible. Cash payments will not be made. STS may defer or cancel payment if due diligence is incomplete or concerns arise before transfer. The STS should normally seek an acknowledgement of receipt and, where practicable, a brief update on use of funds and outcomes.

STS should keep clear records of nominations or applications, due diligence, conflicts of interest, approvals, payments and any follow-up received.

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