



Eligibility Criteria

How The Hygiene Bank determines the organisations we work with.

The Hygiene Banks Core Principles are outlined below:

Acceptance & Redistribution

- The Hygiene Bank (THB) is a registered charity and is therefore compliant with all relevant legislation and guidelines as required.
- Products with a **Use By Date** will not be redistributed beyond this date unless deemed safe to do so by the manufacturer or retailer.
- We handle products with **Best Before** dates by prior arrangement with the manufacturer or retailer
- We will only accept products that we can **legally** and **safely redistribute** and seek to minimise waste throughout operations.
- We will maximise recycling of products involved in the redistribution of items such as packaging.
- Products must be given out **for free** to clients, they **cannot be sold or used as prizes** for e.g. for a raffle, tombola or auction prizes.
- Products are **not** for personal use for organisation staff, volunteers, friends or family.
- Products **should not** be passed onto other organisations, this enables us to track the whereabouts of goods donated by us.

Social Impact of hygiene products

THB believes hygiene products can be an enabler to provide a person a hand up not just a handout. Working across all elements of the not-for-profit sector we will prioritise who and how we work within the sector to maximise the social impact of products using the following (prioritised) principles:

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The vulnerable within a community are given priority in receiving donated products

- a. Those who are already vulnerable under the statutory duties of health, social care, housing, emergencies, etc. – e.g. an elderly person in need of social care to live at home.
- b. Those who are at immediate risk of moving into one of those statutory categories – e.g. a person experiencing domestic abuse who might become homeless or the victim of a crime.
- c. Those who are at risk of wider types of vulnerability where preventative activity might stop them becoming vulnerable in the statutory sense – e.g. older people currently in good health, but socially isolated; people on low incomes who might be at risk of household or food insecurity.

A wide range of groups can fall into these 3 categories including but not limited to:

❖ Asylum Seekers & Refugees ❖ BME (Black & Minority Ethnic) ❖ Ex-Offenders ❖ Ex-Service Personal ❖ Families and/or People On Low or No Income ❖ Homeless & Rough Sleepers ❖ LGBT ❖ Lone Parents ❖ Long Term Unemployed ❖ NEETs (Not in Education Employment Or Training) ❖ Older People ❖ People Affected By Domestic Violence ❖ People With Drug and or Alcohol Addiction ❖ People with Life Limiting Conditions & Disabilities ❖ People with Mental Health Problems ❖ People with Physical Health Problems ❖ Pre-School Children ❖ School Children ❖ Socially Excluded People ❖ Young People In Care/Care Leave

Organisations delivering additional services and support that address the underlying causes and not just the symptom of poverty will always be THB's core objective.

We recognise that depending on the groups served, these services will be diverse and that some organisations ability to provide additional services maybe limited. Services we would look for are:

❖ Food ❖ Accommodation ❖ Addiction Support ❖ Benefits/Financial/ Housing Advice ❖ Child Care ❖ Complementary Health ❖ Drug and Alcohol Advice ❖ Education ❖ Employment Support ❖ Life Skills Training ❖ Medical ❖ Mental Health Support ❖ Recreational/Leisure ❖ Referral/Signposting ❖ Social Work Services ❖ Social/Befriending ❖ Training

This list is not exhaustive.

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We will only supply products to not for profit sector organisations, including some social enterprises.

These include:

- Charity (Registered in England or Scotland)
- Exempted charity (Eg Church of England or Scotland)
- CIC (Community Incorporated Company)
- CIO (Community Incorporated Organisation)
- Statutory organisation that does not have a statutory obligation to provide products. (eg social services)
- Constituted resident group
- Small community group e.g. volunteer run lunch club (with a governing document)

Again, the list is not entirely exhaustive and for many organisations looking at their accounts and governance documents are key for assessing their not-for-profit status.

There is one known legal status that is known to be hard to assess:

- Industrial and Provident organisation. This includes many housing associations who may have a project within their organisation that meets the criteria but as a whole, the organisation does not meet the criteria.

We will only work with the public sector and statutory bodies to provide additional value where there is no central government, legal requirement for provision.

E.g. Educational trusts, ensuring that their client group does meet the vulnerability definition.

We will consider working with other redistribution organisations who are consistent with THB's Principles including operating within the law and meeting standards of safety. EG. FareShare

Full trace of type and volume of product distributed to a sufficient level of detail to meet product traceability.

Agreed reporting on numbers of organisations and the volumes of product received.

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Where working with that redistribution organisation does not put the sustainability of the THB project at risk.

In some instances, we will work with not-for-profit organisations that apply an appropriate charge for services, though THB donations must be given for free.

These include older people's lunch clubs, community cafes and larders where a small nominal membership fee is charged.

We recognise that the not-for-profit sector is always evolving to meet the needs of society. We will endeavour to support and develop new and innovative models of service provision safely and legally.

All organisations that are served by THB must have a commitment to equality & diversity. Organisations must have procedures to safeguard their vulnerable clients and the appropriate insurance in place.

There must be no stipulation or coercion to convert or participate in religious services as a condition to receive donations supplied by THB (In practice this does not mean there cannot be any religious aspect to the service, just for example if there is a religious service, attendance shouldn't be a condition of being able to receive products)

THB will not support:

- For profit organisations.

As a rule, we will not support For Profit organisations, unless they can demonstrate beyond reasonable doubt that they are providing either a high level of social impact to vulnerable people with products received through THB, providing additional services beyond what a beneficiary is paying for, or can demonstrate that it will be able to reduce its bills and invest in services that will be free to access for beneficiaries. We will not support organisations whose sole intention is to increase profit margins through reducing its bills regardless of the type of beneficiaries it seeks to serve.

- Services that are primarily for the general public. THB believes that the products it supplies

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should be used to support vulnerable people in all their diversity first and foremost.

Special Circumstances and National Emergencies

In times of National Emergency, THB may at its sole discretion, choose to adopt a temporary change to how it prioritises groups served, general service provision and all other information detailed earlier in this document. This could include changes to allocation practices amongst other things. Through agreement with the Board we may postpone some of our earlier described principals, this will be done to speed up the distribution of products to aid people in need and decisions will be made in accordance with the specific needs of the crisis.

We reserve the right to deem a situation **One of Crisis** or **National Emergency** as we see fit and we equally retain the right to declare that situation as complete. Once we declare a situation as being complete, we will return to all regular processes with immediate effect.

As of 21st June 2021, The Hygiene Bank has declared the Covid-19 pandemic situation as being complete.

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