

International House of Japan

Independence and Integrity of IHJ Programs: Guidelines for Receiving Donations and Grants

The following policies apply to receiving donations (including program membership fees) from individuals and corporations, foundation grants, contracts by private companies, and grants and subsidies from government and government-affiliated organizations to operate the International House of Japan (IHJ)'s programs¹. Hereafter, individuals and entities contributing to such donation and other fundraising activities are collectively referred to as "supporters."

1. Mission Endorsement

IHJ's mission is to "contribute to building a free, open, and sustainable future through intellectual dialogue, policy research, and cultural exchange with the diverse world." Supporters and grant-making organizations endorse this mission, and IHJ's programs are supported by these supporters and organizations.

2. Independence of Programs

The independence of planning, development, implementation and evaluation of IHJ's programs is an important principle that contributes to public interest and ensures the reliability and objectivity of its activities. For this reason, while IHJ promotes cooperation with supporters and grant-making organizations to realize its mission, it will not seek or accept funding from sources that would compromise or restrict the independence of IHJ programs.

To prevent any supporter or grant-making organization from having excessive influence over IHJ's programs, the total amount of funding provided by any one supporter or grant-making organization will not exceed 15% of the total income of IHJ programs. In addition, IHJ will also ensure that the overall portfolio of supporters and grant-making organizations does not concentrate on any particular industry.

3. Political Neutrality

Funds from domestic and foreign governments and government-affiliated grant-making organizations may be accepted to promote the mission of IHJ's programs and contribute to the public interest while ensuring the independence of the programs. However, IHJ will not accept donations or support from individuals or organizations that do not conform to IHJ's mission, that aim to promote specific political activities, or that are not in line with IHJ's code of conduct, and that could affect the independence and social credibility of IHJ's programs.

4. Conflict of Interest Management

To ensure that the interests of the programs of IHJ on the one hand and its supporters and grant-making organizations on the other hand do not conflict with each other, and that the independence of IHJ and its social responsibilities as a public interest corporation are not compromised, IHJ will appropriately manage conflicts of interest as an organization. Organizational conflicts of interest in the programs of IHJ refer to situations where the independence and impartiality of IHJ may be compromised or potentially compromised due to financial relationships with supporters and grant-making organizations and where third parties could

¹ The guidelines apply to programs under the categories of Public Interest Purpose Business (1) and (3).

potentially express concerns. IHJ will identify and appropriately address conflicts of interest with supporters and grant-making organizations in accordance with “6. Governance”.

5. Ensuring Transparency

Information regarding donations and grants from supporters and grant-making organizations for IHJ’s programs will be disclosed appropriately. Moreover, information regarding the attributes of supporters and grant-making organizations (domestic/overseas, corporate/individual/other, etc.) will be disclosed as appropriate. However, if the individual supporter wishes to remain anonymous for privacy concerns, IHJ will exercise its discretion in relation to reasonable requests for anonymity and confidentiality so long as IHJ’s independence is preserved (except for purposes of fulfilling legal and regulatory requirements).

6. Governance

IHJ’s Independence Committee establishes these guidelines. In accordance with the Committee’s Rules of Operation, the Committee will oversee compliance with these guidelines and provide guidance as necessary to ensure compliance.

The Management Meeting by Directors of IHJ, which is responsible for the execution of work of IHJ, shall deliberate on donations and grant proposals from supporters and grant-making organizations by the “Supplementary Rules: Matters to be confirmed at the Management Meeting,” and shall report the results of such deliberations at a meeting of the Independence Committee once a year, where the Independence Committee shall deliberate on the matter.

Notwithstanding the foregoing, if a donation or grant is deemed problematic in the deliberations of the Management Meeting, the matter will be referred to the Independence Committee at any time for immediate consideration. The Independence Committee will instruct the Chairman of IHJ to take remedial action if a matter is in violation of or will potentially violate the Guidelines or is expected to significantly impact the independence of IHJ. While the Chairman shall take appropriate corrective measures, in cases where the Chairman determines that the operation of IHJ must receive the funding despite a risk of violation or conflict with the Guidelines or a risk of a significant impact on the independence of IHJ, the Chairman shall convene a meeting of the Board of Trustees and obtain a resolution of the Board of Trustees.

These guidelines and their implementation will be reviewed and revised by the Independence Committee as necessary, in response to changes in social environment.

Supplementary Provision

Enforced on September 26, 2024