# TRANSPARENCY POLICY

|  |  |  |  |
| --- | --- | --- | --- |
| Version | 1.0  | Board approval date | 7th Augusts, 2013 |
| Drafted by  | Chad Irons  | Effective date | 7th August, 2013 |
| Responsible person  | Chad Irons | Scheduled review date  | n/a |

## Preamble

*ACC International Relief (ACCIR) is committed to transparency in reporting to stakeholders.*

## Policy

ACCIR should be demonstrably independent and transparent in its reporting to stakeholders and in order to fulfil this:

1. Any conflicts of interest should be fully declared;
2. Relevant and up to date information about the organisations activities should be publically available (the ACCIR Annual Report is posted on the website);
3. Relevant and up to date financial information about the organisation should be publicly available (the ACCIR Summary Financial Statements are included in the Annual Report and the full Audited Financial Statements are available upon request);
4. The primary governance document should be publically available (ACCIR Constitution will be publically available through the ACNC and a copy is currently available upon request);
5. Names of the governing Board should be publically available (ACCIR Board members names are listed in our Annual Report); and
6. Donors should have access to their personal information in accordance with our Donor Policy (MOPP – Policy 4.1: Donor Policy).

Information that will not be disclosed to stakeholders:

1. Any information that is deemed by the organisation to be confidential, including but not limited to private and confidential information regarding staff, field workers, donors, strategic partners, volunteers, Board and members;
2. Any information that would result in a breach of privacy laws, contract laws or any other legally binding regulations;
3. Any information regarding legal matters or ongoing litigation; and
4. Any information deemed by the Board to be confidential.

It is the responsibility of the ACCIR General Manager to apply this policy and decide whether or not to disclose specific information. Where there is any uncertainty, the General Manager will advise the Board who will then be responsible for making a disclosure determination.