

TRANSPARENCY POLICY

1. Introduction

Action on Poverty (AOP) is an independent, secular, not for profit, non-governmental organisation (NGO). Founded in Australia in 1968, AOP was incorporated in the state of New South Wales in 1983. AOP works with partners and communities in Africa, Asia and the Pacific.

AOP is committed to development sector good practice, and holds full accreditation with the Australian Government through the Department of Foreign Affairs and Trade (DFAT). AOP is a signatory to the Australian Council for International Development (ACFID) Code of Conduct, which requires high standards of corporate governance, public accountability and financial management to be in place.

AOP Vision: For all people to transcend the injustice, indignity, and inequality of entrenched poverty.

AOP Mission: To empower changemakers to break the cycle of poverty.

2. Purpose

This policy outlines AOP's commitments to transparency, and how they are operationalised. In doing so, the policy aims to create understanding amongst AOP staff, Board members, volunteers and interns, and contractors, about their transparency obligations. It also aims to provide AOP supporters, partners, donors and other stakeholders with confidence that AOP is an open, honest, and trustworthy organisation.

3. Scope

This policy is for all AOP workplace participants, including staff, volunteers and board members, contractors and consultants engaged or employed by AOP from time to time (together referred to as employees).

This policy should be read in conjunction with the:

- Staff Manual
- Administration Manual
- Privacy Policy
- Complaints Policy
- Whistleblowing Policy
- Values, Ethics & Corporate Conduct Policy

4. Policy

4.1 AOP will be honest in its dealings with all stakeholders.

4.2 AOP will keep and maintain records of meetings, transactions, and correspondence.

4.3 AOP will proactively publish information with regards to our organisational structure, objectives and commitments, activities and performance.

4.3.1 This information will be accurate, timely and relevant to stakeholders.

4.3.2 A summary of this information will be contained in our Annual Report.

4.4 Beyond this, AOP will share information when requested by any stakeholder, unless unable to for specific reasons (such as where doing so would cause a breach of another policy or procedure, or where the request is unreasonably burdensome on AOP).

4.4.1 Requests For Information (RFIs) should be made in writing and be as specific as possible including the reasons for the RFI to be given.

4.4.2 In the case that AOP is unable to comply with a request for information, reasons will be provided by AOP in writing. Any request for information is subject to any confidentiality obligations attaching to that information.

4.4.3 A (non-exhaustive) list of the kinds of information AOP can share includes:

- Governance (ie. legal status, overall purpose, structure, Board members)
- Compliance (ie. the regulatory framework we operate within)
- Current or recent activities and programmes worldwide (ie. project documents)
- External communications (ie. mailouts, reports and press releases)
- Partnerships (ie. agreements)
- Strategic planning material (ie. objectives, and strategic allocation of resources)
- Accounts and finances (ie. audited financial statements)
- Policies & procedures (ie. the internal rules according to which we operate)
- Impact (ie. research and reports measuring success and communicating achievements)

4.5 Information will generally be provided electronically in PDF format. Printing and postage of information can be arranged on request. Fees may apply to cover costs.

4.6 All information can be made available in English. Information regarding our Vietnam office can also be provided in Vietnamese. AOP will endeavour to work with international partners to provide information in the language of the country relevant to the topic of inquiry, upon request.

4.7 In the case that requests for information cannot be satisfied immediately, contact details will be exchanged and updates provided on a fortnightly basis.

5. Policy Application

5.1 Requests for Information (RFIs) should be made using the following format:

- Your name
- Your country
- Your best contact details
- What information you need (be as specific as possible)
- When you need the information by
- Why you need the information
- How you need the information to be provided (ie. language, format)

5.2 RFIs should be made in writing via:

- Email: info@actiononpoverty.org
- Post: PO Box 1206, North Sydney NSW 2059, Australia
- Hand delivery: 50 Miller Street, North Sydney NSW 2060, Australia

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