

Transparency Policy

Introduction and Context

As organisations within the Anglican Church of Australia, ABM's and AID's Christian principles commit them to being as transparent as possible with information about their operations, finances and activities, and to sharing this information through the ABM website and in other communications, where appropriate. *Integrity, Accountability and Transparency* are three of ABM and AID's key values, as published in key documents and on ABM's website (see <https://www.abmission.org/about/> under "Our Values").

As a signatory to the Australian Council for International Development (ACFID) Code of Conduct, AID adheres to the Compliance Indicators for Commitment 6.1 and 6.2:

- *Members' public materials accurately describe the organisation and its work (6.1.1)*
- *Members' communications are accurate, respectful, and protect privacy and dignity (6.2.1).*¹

Additionally, ABM and AID are committed to section 8.1 of the *Code (ACFID Fundraising Charter)* which requires of signatory organisations that:

All fundraising materials will be truthful and:

- *Include the organisation's identity including name, address, ABN and purpose.*
- *Accurately represent the context, situation, proposed solutions and intended meaning of information provided by affected people.*
- *Clearly state if there is a specific purpose of each donation.*
- *Avoid material omissions, exaggerations, misleading visual portrayals and overstating the need or what the donor's response may achieve.*²

AID is a member of Transparency International Australia. As such, AID promotes the value of transparency in its own organisation, and within all organisations which are accountable to the public.

AID's Humanitarian Policy and Procedures commit it to the *Core Humanitarian Standard on Quality and Accountability (CHS)* which sets out nine commitments, including access to information, which seek to improve the quality and effectiveness of humanitarian response provided by organisations such as AID.

AID has a comprehensive Effectiveness Framework which guides its work, and through which it seeks to maximise and measure the effectiveness of its development and humanitarian work with overseas partners. ABM and AID publish the results of their work on the ABM website and in publications such as AID's annual reports to ACFID and ABM and AID's annual reports to the Australian Charities and Not-for-Profit Commission (ACNC).

ABM and AID also have publicly accessible Complaints, Whistleblower, and Financial Wrongdoing policies.

¹ ACFID, 2017, *Code of Conduct*, Commitment 6.1.1 and 6.2.1. Available at <https://acfid.asn.au/good-practice-toolkit/quality-principle-6/>. Accessed 17 January, 2023.

² ACFID, 2017, *Code of Conduct*, Commitment 8.1. Available at <https://acfid.asn.au/good-practice-toolkit/quality-principle-8-resource-management/>. Accessed 17 January 2023.

Purpose

The purpose of this policy is to assert ABM's and AID's commitment to the value of *Transparency* and *Accountability*, both internally and in their work with partners, and to outline how that commitment is observed in their practices.

Scope

This policy applies to all aspects of ABM's and AID's work: their fundraising, public reporting and communication, and AID's development and humanitarian work with partners and the communities they serve.

This policy is guided by openness and the highest possible level of transparency with the underlying presumption that information concerning ABM's and AID's operational activities will be made available to third parties unless it is subject to lawful exceptions, such as the privacy and integrity of the individual and protection of personal data. (See also ABM-AID's Privacy Policy and Personal Information Privacy Policy.)

Policy Commitments

- 1 ABM and AID will promote a climate of *Transparency* in all their work, both internally, in their governance and management systems, including financial management, and with partners, donors, and all those to whom they are accountable.
- 2 ABM and AID will make available on the ABM website the following information:
 - i. contact information;
 - ii. information about their legal status, their governance bodies, including identifying board members and staff;
 - iii. ABM's/AID's Annual Reports (which include information about AID's evaluations and annual measurements of AID's effectiveness and annual audited financial statements);
 - iv. AID's development strategy;
 - v. standards with which ABM and AID seek to comply;
 - vi. ABM's and AID's partners and other collaborators and the work they do with those partners;
 - vii. ABM's and AID's program work;
 - viii. key policies, including (but not limited to) Safeguarding, Whistleblower, Complaints, Conflict of Interest, and Development and non-Development Activities policies.
- 3 ABM and AID will make available other relevant policies (which have not been published on the ABM website) upon request.
- 4 ABM and AID will develop, work within, and regularly review an ethical decision-making framework for all their public materials.
- 5 ABM's/AID's Communications Manual will guide ABM and AID regarding transparency in ABM's and AID's public communications.
- 6 ABM and AID are committed to being transparent with communities and partners with whom they work. To that end ABM and AID will:
 - i. ensure that their own feedback and complaints mechanisms are widely publicised and are accessible by partners and communities with whom they work, and

- ii. work conscientiously with their partners to encourage them to engage transparently and accountably with all their *Stakeholders*, including by entering into transparent contracts agreements with community groups, and by establishing their own transparent complaints mechanisms.
- 7 ABM's and AID's work with the partners whom they fund will be guided by regularly renewable Memoranda of Understanding (MOUs) which set out the areas in which ABM or AID and the partner agree to work together. All funding will be governed by these MOUs, and by annual funding agreements.

Responsibilities for the Implementation of this Policy

The ABM and AID Boards will

- champion a climate of transparency internally in their governance and management systems, and with their partners and donors;
- ensure both organisations are complying with this policy.

AID and ABM Programs Staff will

- ensure partner MOUs are transparent and are renewed on schedule; ensure partners and their churches or communities are aware of how they may provide feedback or make a complaint to AID and/or ABM;
- encourage AID's and ABM's partners to be transparent in their own operations.

The Marketing & Fundraising Manager will

- ensure latest version of this policy, all the items mentioned in #2, and ABM's and AID's feedback and complaints mechanisms are available on ABM's website;
- ensure ABM's and AID's Communications Manual guides transparency in ABM's and AID's publications.
- ensure an ethical decision-making framework is used for all ABM's and AID's publications;
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The ABM and AID Policy Committee will

- review this policy at least every five years and more frequently if required, ensuring compliance of this policy with ACFID Code of Conduct.

Related Standards, Policies and Procedures

ACFID Code of Conduct: 7.3.1

ABM-AID Complaints Handling Policy

ABM-AID Financial Wrongdoing Policy

ABM-AID Conflict of Interest Policy

ABM-AID Declaration of Gifts Policy

ABM-AID Procurement Policy

ABM-AID Code of Conduct

ABM-AID Communications Manual

Ethical Decision-Making Framework for ABM and AID Publications

ABM and AID Finance Manual