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Introduction

Kyeema Foundation (KYEEMA) is a non-governmental organisation that works predominantly to reach poorer members of communities in developing countries. KYEEMA is committed to being transparent in its work and accountable to its key stakeholders, partners, donors, members, volunteers, the general public, and host governments. KYEEMA recognises that transparency builds trust and helps those relationships to flourish.

Purpose

The purpose of this document is to recognise the importance of transparency and facilitate the development and implementation of measures by KYEEMA's Board and staff to provide appropriate transparency.

Definitions

Transparency: an organisation's openness about its activities, providing information on what it is doing, where and how this takes place and how it is performing.

Scope

This policy applies to all staff, Board members, partners and volunteers of KYEEMA.

Policy Statement

KYEEMA is committed to sharing timely, relevant and accurate information in an accessible format; to providing stakeholders with an opportunity to provide input and feedback; and to responding to feedback effectively and appropriately.

Information on KYEEMA's activities is published in the Annual Report, newsletters, blogs and on social media. These, together with KYEEMA's Constitution and policies on child protection, environment, non-development activities and complaints are on the KYEEMA website:

<https://kyeemafoundation.org>.

The procedures for implementation of this policy are detailed in Attachment 1 – Procedures.

Responsibilities

The CEO is responsible for ensuring that there are systems and processes in place to capture, record and analyse the information necessary to enable the Board to perform its reporting functions. This includes reporting regularly to the Board on the operations of Kyeema Foundation.

The CEO will also ensure that privacy and other policies are in place to govern the access and use of documents including client records, staff records, member and donor records, and minutes of general meetings, in accordance with the constitution.

Staff are responsible for implementing and adhering to the policies and procedures developed by the CEO.



Information Source

ACFID Code of Conduct Commitment 7.3 We are accountable to our stakeholders
<https://acfid.asn.au/content/commitment-73-we-are-accountable-our-stakeholders>

The Privacy Act 1988

Related Documents

This policy is to be read in conjunction with:
Kyeema Foundation Privacy Policy

Authorisation



Signature of Policy Officer



Date



Name of Policy Officer



Attachment 1 Procedures

On request KYEEMA will disclose information, or give reasons for any decision not to disclose in accordance with KYEEMA's Privacy Policy and privacy law obligations.

Board Reporting

1. The Board will ensure that it complies with its legal and contractual reporting obligations, which include:
 - a. Reporting annually to the members, in accordance with the requirements of the constitution, on the organisation's activities in the preceding year, and providing an opportunity for questions and feedback;
 - b. Preparing financial reports as required by law;
 - c. Preparing an annual report in accordance with the requirements of the Australian Council for International Development (ACFID) and Compliance Self-Assessment as required;
 - d. Reporting to government agencies in accordance with the terms of grants and funding contracts;
 - e. Reporting to other donors in accordance with the terms of grants issued;
 - f. Reporting to the Australian Taxation Office, and/or other relevant Commonwealth Government departments, in accordance with the requirements of its deductible gift recipient status;
 - g. Reporting to the Australian Charities and Not-for-profits Commission.
2. In addition to its specific legal and contractual obligations, the Board will consider each year whether there are any other stakeholder relationships which could benefit from receiving a report from the Board on the organisation's activities and performance.
3. In undertaking its function of reporting to stakeholders, the Board will be mindful of KYEEMA's privacy policy, underpinned by its privacy law obligations, and will take care to act in the interests of Kyeema Foundation.
4. Deliberations of the Board and its sub-committees shall be dealt with in accordance with the constitution.

Staff Records

Kyeema Foundation will deal with staff records in accordance with the *Fair Work Act 2009* (Cth), and its privacy policy and privacy law obligations.

Member and Donor records

Kyeema Foundation will deal with records of members and donors in accordance with its Privacy Policy and privacy law obligations.

Partner Records

Kyeema Foundation will deal with partner records in accordance with its Privacy Policy and privacy law obligations.

Access to Minutes of General Meetings and the Members Register

Access to minutes of general meetings and the Members Register will be provided in accordance with the constitution.



Reports to stakeholders

KYEEMA will provide information about results and lessons learned to key stakeholders, partners, donors, members, volunteers, the general public, and host governments, as appropriate. Results and lessons will be presented at meetings with concerned partners, communities and other stakeholders in-country; at public conferences or meetings; in newsletters; and through the KYEEMA website.

Stakeholder Feedback and Complaints

KYEEMA will provide opportunities for stakeholders to give input and feedback at meetings, workshops, during site visits and on the website. Complaints will be dealt with in accordance with KYEEMA's Complaints Policy.