

Transparency Policy

MARCH 2023, VERSION 1

1. Introduction

This Policy on Transparency should be read in conjunction with the Policies on:

- Partnership Alliances
- Financial Probity and Financial Transparency
- Conflict of Interest
- Counter-terrorism
- Union Aid Abroad Code of Conduct
- Whistle Blowing

Union Aid Abroad – APHEDA is committed to being transparent in our work and accountable to our stakeholders. We recognise that our work occurs in a challenging environment where there is need of openness and accountability, both overseas and in Australia.

Union Aid Abroad-APHEDA is committed to being transparent in our work and accountable to our stakeholders and community. We are committed to disclosing timely, relevant and accurate information in an accessible format. Our supporters and beneficiaries also have the right to know if our resources are being used effectively and in keeping with the stated purpose and values of the organisation.

2. Definition

For the purposes of this policy:

Transparency is defined as open and honest communication of a project partnership to enhance aid effectiveness and efficiency by improving sharing of information. It also includes transparent information about how our funds are distributed across international and national program areas.

3. Purpose of the policy

The purpose of this policy is to ensure that Union Aid Abroad – APHEDA, its Board, staff, overseas partners, volunteers and consultants will be accountable, committed and build ownership of the partnership in a transparent fashion either in Australia or overseas.

4. Scope

The policy applies to Union Aid Abroad – APHEDA personnel which includes: Board members, staff in Australia and overseas, overseas partners, volunteers and consultants.

Creating a culture of transparency has responsibility at all levels. All our staff and volunteers must sign a Statement of Commitment declaring that they abide by the Code of Conduct.

5. Principles

5.1 Financial management

Union Aid Abroad-APHEDA is committed to transparency and integrity in our financial management (see Financial Probity and Transparency Policy). This is demonstrated by external auditing of Union Aid Abroad APHEDA's finances by a registered company auditor. The resulting annual financial

report is reviewed by the membership at the annual general meeting and made available to all stakeholders on the organisation's website.

5.2 Governance Structure

Union Aid Abroad-APHEDA shares information regarding our governance structure, legal status and organisational purpose.

5.3 Descriptions of significant programs, research and reports

Union Aid Abroad-APHEDA disseminates information about results and lessons to all stakeholders – primary stakeholders, partner organisations, members and donors.

5.4 Partnerships

Union Aid Abroad-APHEDA shares information of formal partnerships including in publications such as the annual report.

5.5 Organisational policies

Union Aid Abroad-APHEDA shares organisational policies that are relevant to stakeholders external to the organisation.

5.6 Procedures

How to make a request for information

A request for information can be made by any of the following methods:

- office@apheda.org.au
- phone us on +61 2 92649343
- mail us a letter to Level 1, 365-375 Sussex St, Sydney, NSW, 2000 Australia, or
- contact our local office or partner organisation.

How to respond to requests for information

1. Acknowledge the senders request for information once received. This may be by an email notification.
2. Confirm that the information requested is on the approved list for distribution.
3. Collate information and send to the requester.

6. Guidelines

In order to promote transparency, Union Aid Abroad – APHEDA implements the following:

6.1 Orientation and induction

Union Aid Abroad APHEDA is committed orienting new personnel to all policies relating to transparency - in decision making, information systems, reporting, personnel conduct including wrongful conduct and financial management to the maximum possible without incurring unreasonable and unacceptable organisational risks.

6.2 Employment

Union Aid Abroad APHEDA will follow a transparent recruitment procedure. This is outlined in the Governance and Human Resources Manual.

6.3 Organisational culture

Union Aid Abroad APHEDA includes transparent approaches in staff training, development and other meetings which reinforces all aspects of quality international partner relationships, trusting and transparent exchanges with members, activists and member organisations, transparency in decision-making and governance unless otherwise subject to confidentiality.

7. Policy ownership

7.1 The policy owner is the Board.

7.2 The Executive Officer has primary responsibility for compliance with this policy, with the power to sub-delegate responsibilities within Union Aid Abroad-APHEDA.

8. External: legislative and regulatory framework

- ACFID Code of Conduct
- Fraud Control and Anti-Corruption within DFAT, 2018
- Fraud Policy Statement, DFAT (undated)
- International Aid Transparency Initiative (IATI)

9. Document Control

Version	Revision Description	Approved by Board (date)
1	Original	March 2023