

Transparency

POLICY NAME	TRANSPARENCY
REFERENCE NUMBER	7-SI-PO-3
POLICY OWNER	CEO
POLICY APPROVER	SYMBIOSIS INTERNATIONAL BOARD
RESPONSIBLE COMMITTEE	FINANCE AND RISK COMMITTEE
RELATED POLICIES	PRIVACY POLICY COMMUNICATIONS POLICY
RELATED DOCUMENTS	-
ACFID CODE REFERENCE	7.3.1
APPROVAL DATE	13 APRIL 2019
REVIEW DATE	28 FEBRUARY 2023

1 PURPOSE

The purpose of this policy is to support Symbiosis International to be transparent in communicating information about its work and how it is performing.

2 SCOPE

This policy applies to all personnel and activities undertaken by Symbiosis International, including its Board Members, Employees, Volunteers, Contractors, Donors and Partner organisations.

3 POLICY STATEMENT

- 3.1 Symbiosis International will openly communicate information about activities and how it is performing.
- 3.2 Symbiosis International will be accountable to its key stakeholders, partners, donors, members, volunteers,
- 3.3 Symbiosis International will ensure the relationship with partner organisations, specifically Symbiosis Bangladesh, is open and effective and that our obligations to donors and for projects (beneficiaries) are being met.
- 3.3 Symbiosis International will ensure information is provided to all stakeholders in a timely manner, enabling them to provide feedback effectively and appropriately and to enable Symbiosis International to respond to feedback and address issues as they arise.
- 3.4 Symbiosis International will disclose information or give reasons for any decision not to disclose information in accordance with the Symbiosis International Privacy Policy and Privacy Law obligations.
- 3.5 On request Symbiosis will disclose information or give reasons for any decision not to disclose in accordance with the Symbiosis International Privacy Policy and privacy law obligations.

BOARD REPORTING

- 3.6 The Symbiosis International Board will ensure that it complies with its legal and contractual reporting obligations, which include:

- Reporting annually to members, in accordance with the requirements of the constitution, on the organisation's activities in the previous year, and providing an opportunity for questions and feedback;
 - Preparing financial reports as required by law;
 - Preparing an annual report in accordance with the requirements of the Australian Council for International Development (ACFID) and Compliance Self-Assessments as required;
 - Reporting to government agencies in accordance with the terms of grants and funding contracts;
 - Reporting to other donors in accordance with the terms of grants issues
 - Reporting to the Australian Tax Office, and/or other relevant Commonwealth;
 - Government Departments, in accordance with the requirements of its deductible gift recipient status;
 - Reporting to the Australian Charities and Not-for-Profits Commission.
- 3.7 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.
- 3.8 In undertaking its function of reporting to stakeholders, the Board will be mindful of the Privacy Policy of Symbiosis International, underpinned by its Symbiosis International Transparency Policy privacy obligations, and will take care to act in the interests of Symbiosis International.
- 3.9 Deliberations of the Board and its sub-committee shall be dealt with in accordance with the constitution.

4 RECORDS AND REPORTS

STAFF RECORDS

- 4.1 Symbiosis International 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

- 4.2 Symbiosis International will deal with records of members and donors in accordance with its Privacy Policy and privacy law obligations.

PARTNER RECORDS

- 4.3 Symbiosis International will deal with its partner records in accordance with its Privacy Policy and privacy law obligations.

REPORTS & FEEDBACK

- 4.4 Access to minutes of general meetings and the members register will be provided in accordance with the constitution.
- 4.5 Symbiosis International will provide information about results and lessons learned to key stakeholders, partners, donors, members, volunteers, the general public, and host governments, as appropriate.
- 4.6 Results and lessons will be presented at meetings with concerned partners, communities and other stakeholders in-country at public conferences or meetings and in newsletters or through the Symbiosis International website and social media platforms.
- 4.7 Symbiosis International will provide opportunities for stakeholders to give input and feedback at meetings, workshops, during site visits and on the website. Complaints can be dealt with in accordance with the Symbiosis International Complaints Policy.

5 APPENDIX / APPENDICES

Privacy Act 1988 (Cth)