

# TRANSPARENCY POLICY



Policy number:	30	Version:	1
Drafted by:	Mr Maxim Shanahan	Approved by Board on:	
Responsible person:	Mr Adam Hegedus	Scheduled review date	

## 1. INTRODUCTION

**Educating The Future (ETF) Australia** is committed to being transparent in all its operations and accountable to all stakeholders and the communities in which it operates. ETF is committed to disclosing relevant and accurate information in a timely manner and in an accessible format.

## 2. PURPOSE

The purpose of this Transparency Policy is to ensure that ETF communicates information reliably, consistently and in a valid format to the public, given the nature of the organisation as a not-for-profit. This Policy endeavours to address key areas of transparency and open information.

## 3. POLICY

### 1. FINANCIAL MANAGEMENT

ETF is committed to transparency and integrity in its financial management. ETF's finances are externally audited by a registered company auditor. The subsequent financial report is reviewed by the Board and made available to all stakeholders on the organisation's website.

### 2. GOVERNANCE STRUCTURE

ETF shares information regarding its governance structure, legal status and organisational purpose.

### 3. ACTIVITY REPORTING

ETF is committed to sharing information to all its stakeholders about the programs and research it is undertaking as well as any reports it may deliver. This includes Activity and Non-Activity Reporting on a consistent basis.

### 4. PARTNERSHIPS

ETF shares information of formal partnerships with other organisations on its website and in its reports.

### 5. ORGANISATIONAL POLICIES

ETF shares organisational policies which are relevant to stakeholders external to the organisation. These policies will be available on the website.

### **3. PROCEDURE**

How individuals and entities can make a request for information:

- Requests for information should be made by email to [people@educatingthefuture.org](mailto:people@educatingthefuture.org).

How ETF will respond to requests for information:

- Acknowledge by email the request for information once received.
- Confirm the information requested is on the approved list for distribution.
- Collate information and send to the requested party.

### **4. RESPONSIBILITY**

This Policy will be the responsibility of the Company Secretary.

This Policy shall be reviewed every 2 years by the Board of Directors.

### **AUTHORISATION**

<Signature of CEO>

<Name of CEO>

<Date>

#### 4. RESPONSIBILITIES

Every member (including staff, volunteers and Board Members) of ETF has a responsibility to uphold this policy.



The Managing Director is responsible for designing systems that support transparency. The Managing Director will investigate any reports of suspected financial wrongdoing with the support of the external auditors and will report findings to the Board of Directors for decision-making.

#### 5. REVIEW

Approved by: Board of Directors

Approval Date:

Review Date:

Policy Owner: Managing Director

ETF's Transparency Policy will be reviewed for effectiveness and updated as required every two years. This policy will be approved by management and the Board.