

TRANSPARENCY POLICY



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Drafted by:	Finance, Audit and Risk Committee	Approved by Board on:	23 June 2020
Responsible person:	Mr Adam Hegedus	Scheduled review date	23 June 2022

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. The spirit of this Policy extends to implementing partners. 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, tax deductibility, organisational structure, strategic planning and organisational purpose to the public, including via annual reports, media publications and the website.

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, including Activity Reporting.

ETF asks partners to share their policy, statement or guidance on their Transparency Policy. This Transparency Policy will be shared with the partner when there is no Policy (or equivalent available). When working with partners, ETF incorporates the financial, governance, activity and

policy transparency considerations into any formal partnership agreements, including Memorandum of Understanding's or similar.

5. ORGANISATIONAL POLICIES

ETF shares organisational policies which are relevant to stakeholders external to the organisation. These policies will be available on the website. These policies are deemed relevant by ETF's commitment to the ACFID Code of Conduct and by judgement of the Finance, Audit and Risk Committee.

3. PROCEDURE

How individuals and entities can make a request for information:

- Requests for information should be made by email to people@educatingthefuture.org.
- Requests for information can be made via the website and social media. Requests may be made in writing to the registered business address on the Australian Charities and Not-For-Profits Commission website.

How ETF will respond to requests for information:

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

4. RESPONSIBILITY

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

This policy shall be disseminated through an appropriate directive to all ETF stakeholders and necessary persons through the relevant channel.

Gender equality within ETF's programs and operations will be monitored on a regular basis, and ETF will communicate and consult with relevant stakeholders regarding our approach to gender equality in our activities.

This policy will be reviewed every two years.