



TRANSPARENCY POLICY

INTRODUCTION

The Marist Mission Centre (MMC) is the international development arm of the Marist Fathers for the Province of Australia. Our motto is 'sustaining hope'. Our primary focus is to promote sustainable change for the most vulnerable and disadvantaged especially women and children. A core value of MMC is promoting the dignity of the human person as affirmed by the Gospel and internationally recognised human rights conventions.

PURPOSE

The purpose of this policy is to affirm MMC's commitment to working in a transparent manner and being accountable to all its stakeholders, including its partners, beneficiaries, funders and donors. MMC adheres to the guidelines on transparency as outlined in the Australian Council for International Development (ACFID) Code of Conduct and the Fundraising Institute of Australia (FIA) Code.

SCOPE

This policy applies to Trustees, MMC committee members, employees, volunteers, partners and other stakeholders who operate under the auspices of MMC.

POLICY

Communication

In communicating with its stakeholders and the general public, MMC will:

- ensure that material prepared for public distribution reflects its vision, mission and values;
- respect the human rights and dignity of people when providing information about them;
- respect the privacy of each person, as defined in the MMC Privacy Policy and the MMC Fundraising and Donations Policy;
- disseminate information about its projects to all stakeholders, including primary stakeholders, partners and donors;
- provide timely accessible, accurate and ethically sourced information to its donors and the general public;
- share information regarding its governance structure and legal status;
- communicate with its project partners and primary stakeholders in a respectful manner;
- develop clear processes and modes of reporting to its funding partners.

Accountability

MMC will:

- disclose any conflicts of interest;
- comply with state and federal legislation in relation to its operations;
- regularly publish information about its work on a range of platforms;
- adhere to the ACFID Code of Conduct and other relevant guidelines;
- post appropriate policies on the MMC website;
- seek constructive feedback from its funders, donors, partners, primary stakeholders and staff;



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- conduct monitoring and evaluation of the impact of its projects with and share the results of these activities with primary stakeholders;
- share the results of any surveys, needs assessments or similar undertakings with its partners, primary stakeholders and other relevant stakeholders.

Financial Transparency

MMC will:

- prepare financial reports as required by law;
- report to government agencies in accordance with the terms of grants and funding contracts;
- include summary financial information from its audited statutory accounts in its annual reports;
- make the fully audited accounts available on request;
- post the annual report and other relevant information on its website.

MONITORING & REVIEW OF POLICY

MMC will undertake a review of this policy every three years or sooner if required. This review will be undertaken by the Executive Officer and MMC staff and reviewed by the MMC Advisory Committee and Provincial Council of the Trustees for the Marist Fathers for the Province of Australia.

Related documents include the following:

ACFID Code of Conduct

FIA Code

Child and Vulnerable Adults Protection Policy

Privacy Policy

Conflict of Interest Policy

Fundraising and Donations Policy