



Transparency Policy

Version	Date	Description	Next Review
1	14/05/2017	Created	
2	25/6/2024	Updated as per ACFID requirements	Before annual board meeting

Policy Overview

At FAIRACTION, transparency is foundational to all our operations. This policy governs the public disclosure of our operational and financial information, ensuring that stakeholders are comprehensively informed about all aspects of our work. This includes our research initiatives, project developments, financial management, and collaborative efforts. Our dedication to transparency supports our mission to achieve UN SDG 6.1 by establishing trust, fostering open collaboration, and enhancing accountability.

Key Objectives:

- **Comprehensive Disclosure:** We commit to openly sharing detailed information about all our activities. This ranges from the progress and outcomes of our water projects to our research endeavors and organizational financials.
- **Engagement Across All Levels:** Our transparency initiative is designed to keep not only our partners but also the communities we serve and our supporters around the globe well-informed and engaged. By providing clear and accessible information, we encourage active participation and feedback, which is crucial for continuous improvement.
- **Accessibility and Clarity:** We strive to present information in a manner that is easy to understand and accessible to everyone. Our communications utilize plain language and supportive visuals to ensure that our complex activities are comprehensible to a diverse audience.
- **Regular and Timely Updates:** We maintain a consistent schedule of updates through various channels, including our website, and social media platforms. This ensures that

our stakeholders are always aware of our latest developments and how their contributions are making an impact.

Through this policy, FAIRACTION reinforces its commitment to operating with integrity and openness. Transparency not only helps us meet our regulatory commitments but also strengthens our relationships with all stakeholders by ensuring they are informed and involved in our journey towards sustainable water management solutions.

Key Elements of the Transparency Policy

1. Mission and Governance

Transparency in our mission and governance is fundamental to building trust and ensuring effective partnerships. To this end, FAIRACTION takes the following steps:

- **Publish a Clearly Defined Mission Statement:** We make our mission statement readily accessible to all stakeholders. It is prominently displayed on our website and in all major publications to ensure that everyone understands our core goals of developing sustainable water solutions.
- **Comprehensive Governance Information:** We provide detailed information about our governance structure to illustrate how decisions are made within FAIRACTION. This includes:
 - **Organizational Structure:** A clear depiction of our organizational structure and the roles of various departments and teams.
 - **Decision-Making Processes:** An outline of how decisions are made, from project initiation to implementation, ensuring stakeholders understand the procedures that guide our operations.
 - **Governing Body Members:** Information about each member of our governing body, including their backgrounds, roles, and specific contributions to our mission.

These measures ensure that all aspects of our governance are open and transparent, reinforcing our commitment to accountability and enabling stakeholders to see the direct impact of their contributions and involvement in our mission.

2. Legal and Financial Compliance

Ensuring legal and financial compliance is crucial for maintaining the integrity and trustworthiness of FAIRACTION. Our adherence to rigorous standards supports our mission and upholds our commitment to transparency.

- **Compliance with Governance and Financial Standards:**
 - **ACNC Compliance:** We adhere strictly to the regulations set forth by the Australian Charities and Not-for-profits Commission (ACNC), ensuring that our operations align with national standards for charities and not-for-profits. This includes regular submissions of required documents and compliance reports to the ACNC, keeping our registration details and governance records up to date.
 - **Public Access:** All compliance documents and reports submitted to the ACNC are available for public viewing. Stakeholders interested in verifying our compliance can easily search for FAIRACTION on the ACNC's register, providing an additional layer of transparency.
- **Annual Financial Report:**
 - **Financial statement:** As required by ACNC we submit our Annual Special Purpose Financial Report which is downloadable on ACNC by searching for FAIRACTION and selecting the financial year. Also, we publish the financial Report on our website governance page.
 - **Audit by Independent Auditor:** Each year, we publish an annual financial report that is meticulously audited by a qualified independent auditor. This ensures that our financial operations are transparent and adhere to the highest standards of accounting practices.
 - **Auditor's Statement:** The auditor's statement accompanies our published financial report, providing an unbiased assessment of our financial health and operational integrity.
 - **Accessibility:** The audited financial report is made available on our website.

These practices not only fulfill legal requirements but also reassure our donors, partners, and the public of our commitment to financial transparency and ethical management. By maintaining open access to our financial information and compliance status, we foster trust and encourage ongoing support for our initiatives.

3. Annual and Regular Reporting

Transparency in reporting is essential to keeping our stakeholders engaged and informed about FAIRACTION's progress and achievements. We implement a robust reporting system that includes annual reports as well as frequent updates throughout the year.

- **Annual Report:**

- **Comprehensive Overview:** Our annual report is a detailed document that reflects on the past year's operations. It includes:
 - **Mission and Values:** Reaffirmation of our commitment to developing sustainable water solutions.
 - **Objectives and Outcomes:** Summary of the year's objectives and the outcomes achieved, especially in relation to our water projects.
 - **Environmental Impact:** Analysis of our projects' environmental footprint and steps taken to mitigate negative impacts.
 - **Project Impact:** This section details the tangible impacts of our projects on the communities we serve, emphasizing improvements in clean water access and overall quality of life. It illustrates how our efforts contribute significantly to the global goal of ensuring clean water for all, aligning with our mission and reinforcing our commitment to sustainable development.
 - **Governance Structure:** Insight into our governance mechanisms and any changes that have occurred within the year.
 - **Funding and Financial Performance:** Detailed breakdown of funding sources and financial performance, ensuring stakeholders understand how their contributions are utilized.
 - **Contact Information:** Updated contact details for our main office and key personnel.
- **Availability:** This report is published on our website and is available in both digital and print formats to accommodate all stakeholders' preferences.

- **Regular Updates:**

- **Frequent Communication:** We maintain an active presence on various channels to keep our stakeholders informed. This includes:
 - **Updated Website:** Regular posts and updates on our website, providing immediate access to the latest information about our projects and activities.
 - **Social Media Engagement:** Continuous engagement on social media platforms, offering real-time updates and interactive opportunities for stakeholders.
- **Performance Reporting:** we post on our social media a performance report that includes:
 - **Goal Alignment:** Analysis of how our activities align with our set goals.
 - **Financial Transparency:** Detailed report showing actual expenditures compared to the budget, highlighting how funds are being managed and allocated.
 - **Program Updates:** Any significant changes to program goals or activities are promptly reported to ensure stakeholders are aware of how projects are evolving.

Through these measures, FAIRACTION ensures that our supporters, donors, and the general public are regularly informed about our activities, fostering a transparent environment that promotes accountability and encourages continued collaboration and support.

4. Country-Specific Transparency

FAIRACTION commits to maintaining high levels of transparency in each country where we operate, tailoring our communication to address the local context and needs while ensuring the safety and security of all individuals involved.

- **Local Information Disclosure:**
 - **Organization and Partner Background:** We provide comprehensive background information about FAIRACTION and our local partners on our website and in local offices. This includes our mission, the nature of our partnerships, legal status, and the scope of our work within the country.

- **Program Details:** For each project undertaken, we disclose:
 - **Name, Duration, and Location:** Basic details of the project to give stakeholders a clear understanding of our activities.
 - **Goals and Activities:** Outlining what the project aims to achieve and the specific activities planned to meet these goals.
 - **Target Criteria and Budget:** Information on whom the project aims to help and the financial planning involved, ensuring stakeholders understand how resources are allocated.
- **Regular Updates:** We provide regular updates on the progress of each program, including achievements and challenges, through both online and offline platforms tailored to local preferences.
- **Safety and Privacy Considerations:**
 - **Non-disclosure of Sensitive Information:** While we strive for transparency, we prioritize the safety and wellbeing of individuals involved in or affected by our projects. This involves careful consideration of the information published, especially in contexts where disclosure could lead to harm or endangerment.
 - **Data Protection Measures:** Implement strict controls to protect personal data and sensitive information from unauthorized access or disclosure.
- **Engagement and Accessibility:**
 - **Local Stakeholder Engagement:** Regular meetings and consultations with local communities and stakeholders to gather feedback and adapt our operations according to local needs.
 - **Accessibility of Information:** Ensure that all published information is available in local languages and accessible formats, making it easy for all community members to access and understand.

Through these practices, FAIRACTION ensures that each country where we operate can access detailed and relevant information about our activities without compromising the safety or security of the individuals we aim to help. This approach not only reinforces our commitment to transparency but also builds trust and facilitates more effective collaboration in our projects.

5. Accessibility and Stakeholder Engagement

FAIRACTION is dedicated to ensuring that our information is accessible and that we engage effectively with all our stakeholders. We aim to foster an environment where communication is open, inclusive, and productive.

- **Tailored Information Delivery:**
 - **Diverse Formats:** Recognizing the diverse needs of our stakeholders, we provide information in multiple formats, including visual presentations, written reports, and digital content. This ensures that stakeholders with different preferences or access needs can receive information in the format that suits them best.
 - **Local Languages:** To enhance understanding and accessibility, all crucial information about our projects and activities is translated into the local languages of the regions we operate in during community engagement. This practice helps ensure that local communities can fully engage with and benefit from our work.
 - **Readability:** We commit to using plain language in all our communications to eliminate barriers to understanding complex concepts or jargon that might alienate non-specialist audiences.
- **Stakeholder Communication Channels:**
 - **Specified Contact Details:** We clearly provide contact details for different departments and key personnel within FAIRACTION. This includes phone numbers, email addresses, and physical addresses for our main offices, ensuring stakeholders know exactly how to reach us.
 - **Feedback Mechanisms:** Dedicated channels for feedback, such as online forms, direct emails, and community hotlines, are established to encourage stakeholders to make comments, suggest improvements, or request further information about our programs.
 - **Interactive Platforms:** Utilizing social media and interactive web platforms, we encourage stakeholders to engage directly with us, providing a space for real-time feedback and discussion.
- **Proactive Engagement:**

- **Community Consultations:** Regularly scheduled community meetings and consultations are held to gather direct feedback from those affected by our projects. These sessions are crucial for adapting our strategies to better meet community needs and preferences.
- **Stakeholder Surveys:** Periodic surveys are distributed to gather systematic feedback on our activities, allowing stakeholders to contribute their perspectives and influence our project planning and execution.

Through these measures, FAIRACTION ensures that all information about our activities is not only accessible but also that stakeholder engagement is meaningful and influential in shaping our work. We believe that effective communication and accessibility are key to successful transparency and accountability.

6. Key Events and Contacts

Ensuring transparency about key events and maintaining open lines of communication are crucial elements of FAIRACTION's approach to stakeholder engagement.

- **Publication of Key Events:**
 - **Event Calendar:** We maintain an up-to-date calendar on our website featuring all key events, including meetings, consultations, and significant project milestones. This calendar is accessible to all stakeholders, ensuring they have the information needed to participate or stay informed.
 - **Event Details:** For each event listed, we provide comprehensive details including the date, time, location, and purpose of the event. When events are intended for specific stakeholder groups, this is clearly indicated to ensure relevance and targeted engagement.
 - **Accessibility Considerations:** Locations are chosen based on accessibility to maximize stakeholder attendance. Information about transportation options and accessibility features of the venue are provided to accommodate all participants, including those with disabilities.
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- **Stakeholder Communication Channels:**
 - **Dedicated Contact Points:** Specific contact details for different types of engagement are published:

- **General Inquiries:** Contact information for general queries is prominently displayed on our website and in our publications.
- **Event-Specific Contacts:** For each event, specific contacts within our organization are listed, including phone numbers and email addresses of event coordinators or the relevant department, enabling direct communication and RSVPs.
- **Online Interaction:** We encourage stakeholders to engage with us through our social media platforms and dedicated event pages where they can ask questions, express concerns, and get immediate responses from our team.
- **Feedback Opportunities:**
 - **Post-Event Feedback:** After each event, we actively seek feedback from participants through surveys and informal follow-ups. This feedback is used to improve future events and enhance overall stakeholder satisfaction.
 - **Ongoing Dialogue:** We maintain an open dialogue with stakeholders about upcoming and past events through regular updates in our newsletters and on social media, ensuring continuous engagement and improvement.

Through these practices, FAIRACTION ensures that all stakeholders are well-informed about key events and have clear, direct channels to engage with our organization. This commitment to transparency and communication strengthens our relationships and enhances our collaborative efforts.

Conclusion

At FAIRACTION, our Transparency Policy is foundational to our mission and our daily operations. By upholding the highest standards of openness, we ensure that all stakeholders, including community members, partners, donors, and governmental bodies, are well-informed about our activities and the impact of our work. This policy not only fosters trust and accountability but also enhances our collaborative efforts to achieve sustainable water management solutions.

Through the implementation of this policy, we commit to regular and comprehensive reporting, ensure easy access to information, and actively engage with our stakeholders in meaningful ways. Our dedication to transparency is integral to driving positive change and achieving our goal of meeting UN SDG 6.1.

We believe that an informed and engaged community is vital to the success of our initiatives. Therefore, we continue to strive for the highest transparency standards, ensuring that FAIRACTION remains a trusted and effective leader in the global effort to secure sustainable water resources for all.