



## Transparency and Open Information Policy

July 2018

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### SECTION 1. COMMITMENTS

- 1.1 IJM Australia is committed to being truthful and transparent with the public, our supporters and our partners about both our field work and our resource management.
- 1.2 IJM Australia is committed to disclosing timely, relevant and accurate information in an accessible format. If there are any exceptions to this commitment, IJM Australia will take steps to clearly and reasonably explain the basis of that exception (for example, due to data protection issues or where a project is ongoing).

### SECTION 2. PUBLICATION

- 2.1 IJM Australia will make publicly available (on our website, or otherwise)
  - (a) **Governance documents:** Annual reviews, our constitution, contact information, and members of the Board.
  - (b) **External communications:** Media releases and submissions to parliamentary and other inquiries.
  - (c) **Field studies:** Where IJM's field offices have completed, undertaken evaluation of, and documented system reform projects and approved reports for distribution, IJM Australia will publish these reports.
  - (d) **Financial information:** Income and expenditure (including program ratio), assets and liabilities, and cash flows (in our annual report).
  - (e) **Activities:** Information about the programs IJM Australia is supporting in IJM's field offices around the world and the work that IJM Australia conducts domestically in community education and fundraising.
  - (f) **Policies:** IJM Australia's policies that relate to external stakeholders, including our policies on privacy, transparency, complaints, non-development activity, child protection and conflict of interest.
- 2.2 In general, IJM Australia will endeavour to make publicly available (on our website, or otherwise) in a timely manner any information about our activities and operations unless there are compelling reasons for withholding it including but not limited to the circumstances outlined in Section 4.

### SECTION 3. FEEDBACK AND REQUESTS

- 3.1 IJM Australia invites feedback from our supporters about our work and the information we have made publicly available. Feedback is an important part of IJM's work. In IJM's field programs, we instruct program managers to keep all stakeholders in the program up-to-date with information gathered as part of the program to allow for continuous feedback, and to distribute evaluation reports at the completion of programs to be distributed to stakeholders.
- 3.2 IJM Australia may disclose information to individuals or groups upon request, consistent with Section 2.2. IJM Australia will respond to bona fide requests for information as soon as reasonably practicable.
- 3.3 If IJM Australia decides not to disclose information, we will provide reasons for our decision.
- 3.4 Feedback can be provided and requests for information can be made to [contact@ijm.org.au](mailto:contact@ijm.org.au) or via the contact details available on our website.

### SECTION 4. NON-DISCLOSURE

- 4.1 While IJM Australia is committed to transparency with all stakeholders, this is secondary to our commitment to protect the poor from violence. As such, IJM Australia may not disclose information where there is a real risk it will impede our ability to achieve this goal. Further, IJM Australia may not disclose information that affects the rights of third parties or that is not relevant to our external operations.
- 4.2 In particular, IJM may not disclose information in circumstances including but not limited to the following:
- (a) **Privacy:** IJM Australia will not disclose information that violates the privacy of any individual.
  - (b) **Security:** IJM Australia will not disclose information that may put any person in danger.
  - (c) **Confidentiality:** IJM Australia will not disclose information that is confidential for legal, commercial or contractual reasons.
  - (d) **Internal processes:** IJM Australia will not disclose internal communications or draft or other documents prepared for internal use that have no direct effect outside the organisation.
  - (e) **Programs:** IJM Australia will not disclose information that may harm our ability to conduct our work in the field. An example is where disclosure of

preliminary results of our field operations may jeopardise relationships with local authorities.

- (f) **Stewardship of resources:** IJM Australia will not disclose information where to do so would take up significant time or resources disproportionate to the importance of the request, but will provide an explanation.

## **SECTION 5. APPLICATION**

- 5.1** This policy applies to information disclosed by IJM Australia and does not apply to information disclosed by or requested from IJM's other offices around the world.
- 5.2** This policy is not a binding contract and does not confer legal rights on any person.