



Accountability and Transparency Policy

1. POLICY STATEMENT

- 1.1 Decision making will be open and transparent.
- 1.2 Operations will be conducted in an ethical and accountable manner.
- 1.3 Financial resources and physical infrastructure will be managed in an efficient and effective manner.
- 1.4 Information will be accessible in adherence with legislative requirements, or any corresponding internal policies.
- 1.5 Enquiries, concerns and complains will be responded to in a timely manner.
- 1.6 Financial oversight, service standards and performance reporting (and all other accountability documents) will be made available and accessible, to encourage public involvement and interest.
- 1.7 Members in management or authoritative positions will have corresponding mechanism.
- 1.8 Donors receive updates on the progress of their funding, made available through the website, electronic communication or direct mail.
- 1.9 All activities and funds raised by the Company will be directed towards not-for-profit initiatives, and no such non-developmental activities will occur as a result of Company funding.

2. DEFINITIONS

- 2.1 *Accountability* refers to School for Life Foundation Australia Limited's promise to demonstrate responsibility for its actions, decisions and policies.
- 2.2 *Transparency* refers to the principle that business will be conducted in an accessible, clear and visible manner, and that all activities are open to examination and scrutiny by stakeholders.

3. PURPOSE

- 3.1 This policy provides guidance on how School for Life Australia Limited intends to ensure that matters are approached in an accountable and transparent manner, with emphasis on openness, ethics, performance outcomes and fiscal responsibility.

4. APPLICATION

4.1 This policy applies to all School for Life Foundation Australia Limited operations, unless deemed necessary by the Board of Directors, and not in violation of any relevant legislation.

5. POLICY REQUIREMENTS

5.1 Legislated Requirements

5.1.1 *Corporations Act 2001*

5.1.2 *Sarbanes-Oxley Act 2002*

5.1.3 *Associations Incorporation Act 1984*

5.1.4 *Corporations Amendment (Corporate Reporting Reform) Act 2010* (Cth)

5.2 Financial Reporting

5.2.1 Annual Audit by External Auditor(s)

5.2.2 Annual Report

5.2.3 Annual and Quarterly Financial Statements

5.2.4 Short and Long Term Financial Plans

5.2.5 General Meetings (Board of Directors, AGM)

5.3 Performance Measurement

5.3.1 Annual Report

5.3.2 Strategic Plans

5.3.3 Performance Reports (Board of Directors)

5.3.4 Monitoring and Evaluation Reports

5.4 Internal Accountability and Ethical Standards

5.4.1 Code of Conduct

5.4.2 Constitution

5.4.3 Workplace Harassment Policy

5.4.4 Anti-Fraud and Anti-Corruption Policy

5.4.5 Conflict of Interest Policy

5.4.6 Non-Development Activity Policy

5.4.7 Complaints Handling Policy

6. RESPONSIBILITIES, MONITORING AND CONTRAVENTIONS

6.1 All management are liable (to the extent outlined in the School for Life Constitution) for their own actions and their behaviour will be monitored as such to ensure that it is both ethical, and aligned with the ethos of the Company.

6.2 Formal complaints that have been lodged to School for Life Foundation Australia Limited will be handled with in accordance to the School for Life Foundation Complaints Handling Policy.