



**SIGHT
FOR ALL**
A SHARED
VISION

Transparency Policy

1. Scope

Sight For All is committed to high standards of transparency and accountability to our donors and supporters in the management of funds.

This policy outlines the importance that Sight For All places on transparency and accountability. It acknowledges the importance of transparency in our operations and in our communications with donors, funders, supporters and the Australian Government.

This policy applies to Sight For All Board Directors, staff, Visionaries, Fellows, volunteers, Ophthalmic Country Officers, funders and supporters.

2. Sight For All Values

Sight For All's values underpin our activities. These values are:

Collaboration

Encouraging participation of all stakeholders.

Sustainability

Fostering self-reliance through comprehensive evidence-based projects.

Respect

Promoting human rights in all dealings.

In all activities Sight For All values our people, the support of our project partners and the support and generosity of our funders.

Sight For All is governed by a voluntary Board of Directors, of which constitutionally, 50% must be ophthalmic health care professionals.

Sight For All is a registered charity under the Corporations Act 2001, is a charitable organisation registered by the Australian Charity and Not For Profit Commission (ACNC), is a member of the Australian Council for International Development (ACFID) and is signatory to the ACFID Code of Conduct. Sight For All also abides by the ACFID Fundraising Charter.

Sight For All is a not-for-profit organisation that is independent of any political or religious affiliation.

Sight For All is a Deductible Gift Recipient and is audited annually by an independent auditor.

Sight For All has Base Accreditation with the Department of Foreign Affairs and Trade's ANCP program, is an equal opportunity employer, supports the central role of women in development, and does not discriminate based on race, gender, disability, age, ethnicity, religion or politics.

3. Funding Streams

Sight For All's core funding streams include:

- Community and corporate support
Income received from the Australian public and corporates in the form of public donations
- Grants received from Department of Foreign Affairs and Trade (DFAT)
- Other Australian organisations
- Other income

4. Principles underlying this policy

The principles underlying this policy are:

- Confidential, ethical and transparent processes for accepting and managing donations and for coordinating fundraising activities
- Ensuring the privacy of donors that is consistent with their wishes and to the extent provided by law and as outlined in Sight For All's Privacy Policy
- Accurate reporting of funds raised including administration and fundraising costs
- Ensuring the use of funds for which they were intended and in complying with Sight For All's Mission and Purpose
- Compliance with relevant legislation, ACNC and the ACFID Code of Conduct plus funding and contractual requirements of DFAT.

5. Transparency in Fundraising

Sight For All has a Fundraising Policy in place that details responsibilities for the acceptance of and non-acceptance of donations. Some of those responsibilities include:

In soliciting donations:

- Ensuring donations are made to Sight For All generally or for specified projects
- Ensuring all materials and other communications used for fundraising purposes clearly identify Sight For All and are accurate and truthful
- Appropriately acknowledging and recognising donations in consultation with the donor

In not accepting donations:

- If the donor's activities are not compatible with Sight For All's Vision and Mission
- If the cost of accepting donations is more than the value of the donation itself
- If through receiving the donation there will be a detrimental impact on Sight For All's reputation

6. Privacy

Sight For All is committed to protecting the privacy of individuals.

Sight For All is bound by the Privacy Act 1998, the 13 Privacy Principles, the ACFID Code of Conduct and Payment Card Data Security Standards.

Sight For All's Privacy Policy outlines the way in which Sight For All manages an individual's personal information to protect their privacy.

The Privacy Policy is available for download on the Sight For All website.

7. Published Materials

Sight For All has a Published Materials Quality Assurance Procedure in place to ensure that information contained in published materials is accurate and is portrayed in an appropriate manner. The procedure outlines the process of approving material, including when content may be sensitive or disturbing.

8. Images

Sight For All has a Personal Image Consent Procedure in place. This procedure outlines the steps to be taken prior to individuals being photographed, when taking images and after images have been taken. As outlined in this procedure, written consent is required prior to the image being taken. This consent is stored in the Sight For All Adelaide office.

The Marketing and Fundraising Officer does not use images without confirmation that consent has been provided.

When taking images, Sight For All representatives will ensure that adults and children are presented in a dignified and respectful manner and that the image is an honest representation of context and fact.

Ophthalmic Country Officers, staff, Fellows and Visionaries are aware of the Personal Image Consent Procedure and the need for consent to be provided, prior to images being taken in-country. Ophthalmic Country Officers, Fellows and in-country staff may provide assistance in obtaining consent.

9. Complaints

Sight For All is committed to providing a quality service to all individuals and organisations that it is associated with. Sight For All recognises the rights of individuals and organisations that it does business with to lodge a complaint and have it resolved fairly and as quickly as possible. Sight For All is committed to achieving the highest standard in our work and strives for continuous improvement.

As an observer of the ACFID Code of Conduct, Sight For All recognises that individuals who believe there has been a breach of the Code by Sight For All, are able to make a complaint with the ACFID Code of Conduct Committee directly.

ACFID can be contacted via telephone +612 6285 1816 or email code@acfid.asn.au
Further details of submitting a complaint to the Code of Conduct Committee can be found via this link <https://acfid.asn.au/content/complaints>

Sight For All's Complaints Handling Policy contains a full outline of Sight For All's processes and timeframes in dealing with complaints. The Complaints Handling Policy is available on the Sight For All website.

10. Related Documents

- Sight For All Complaints Handling Policy
- Sight For All Fundraising Policy
- Sight For All Personal Image Consent Procedure
- Sight For All Privacy Policy
- Sight For All Published Material Quality Assurance Procedure

11. Review

The Sight For All Transparency Policy is reviewed on an annual basis.