

TRANSPARENCY POLICY

Version	1
Approved by Board on	18/11/2021
Schedule Review Date	November 2024

At Cambodian Kids Foundation (CKF) we are committed to being transparent in all our operations and are accountable to all stakeholders and the Cambodian communities we operate in.

CKF is committed to the proactive and factual sharing of information. This is predominantly done through our website and social media/email newsletters which we ensure is comprehensive and easily accessible.

PURPOSE

The purpose of this Transparency Policy is to ensure that CKF communicates information reliably, consistently and in a valid format to the public, due to the nature of CKF as a not-for-profit organisation. This policy endeavours to address key areas of transparency and open information, with the spirit of this policy extending to community partners.

SCOPE

This policy applies to all CKF personnel including staff, volunteers and Board Members with every member responsible to uphold this policy.

POLICY

Our Financial Management

CKF is committed to transparency and integrity in our financial management. CKF's finances are externally audited by a registered company auditor. The subsequent financial report is reviewed by the Board and made available to all stakeholders on the organisation's website.

Our Governance Structure

CKF shares information regarding its governance structure, legal status, tax deductibility, organisational structure, strategic planning and organisational purpose to the public, including via annual reports, media publications and on our website.

Activity Reporting

CKF is committed to sharing information to all our stakeholders about our programs and activities using a range of formats and media to ensure accessibility for all. This includes Activity and Non-Activity Reporting on a regular basis.

Our Partnerships

CKF shares information of formal partnerships with other organisations on its website and in our reports. ETF asks partners to share their policy, statement or guidance on their Transparency Policy. This Transparency Policy will be shared with the partner when there is no Policy (or equivalent available). When working with partners, CKF incorporates the financial, governance, activity and policy transparency considerations into any formal partnership agreements, including Memorandum of Understanding's or similar.

Our Policies

CKF shares our organisational policies which are relevant to external stakeholders. These policies are available on the website and are deemed relevant by CKF'S commitment to the ACFID Code of Conduct.



CAMBODIAN KIDS FOUNDATION

PROCEDURES

Individuals and entities can make a request for information by:

- Requesting for information via email to info@cambodiankidsfoundation.org.
- Requesting for information via the website and social media. Further, requests may be made in writing to the registered business address on the Australian Charities and Not-For-Profits Commission website.

CKF will respond to requests for information by:

- Acknowledging the request for information via email and responding in a timely manner.
- Confirming the information requested is on the approved list for distribution.
- Collating information and sending it to the requested party.

CONTACTS

To request further information about this policy, contact the board or secretary by emailing info@cambodiankidsfoundation.org.